

**Report 2 – Requirement Engineering – Interviewing Your Future Users (10 points)**

**Deadline: 25 April 2025, Friday, 23:59**

**Goal of the Report:** It is important to gather users' thoughts and needs before publishing your software. Therefore, you need to detail your software from the real possible users' perspectives in the second report. You will conduct **at least 3 interviews** to gather **requirements** for your proposed instructional generative AI tool designed for K-12 learners. Each interview will be at least 10 minutes long.

Your focus should be to deeply understand **user expectations**, **learning goals**, and **practical needs** from the perspective of students who would use your AI tool.

You will receive a separate document with the full list of suggested questions. Please ensure that you ask **similar core questions** to each interviewee so that your results are comparable.

**Tips for Effective Interviewing:**

- Use the provided interview questions as your main guide. You may add follow-up questions based on the responses, but try to ask similar core questions to everyone.
- You may conduct interviews in any language you and your interviewees are comfortable with. However, your summary and report must be written in English.
- If you are recording interviews, please save audio files in MP3 format and name them clearly (e.g., interview1.mp3).
- Be an active listener. Make your interviewee feel comfortable. Give them time to think and respond.
- Take notes even if you're recording – it helps during reflection and analysis.
- Adapt your language if you are talking to younger students. Keep it simple and encouraging.

**Formatting Guidelines for Report 2**

**1. Document Format:**

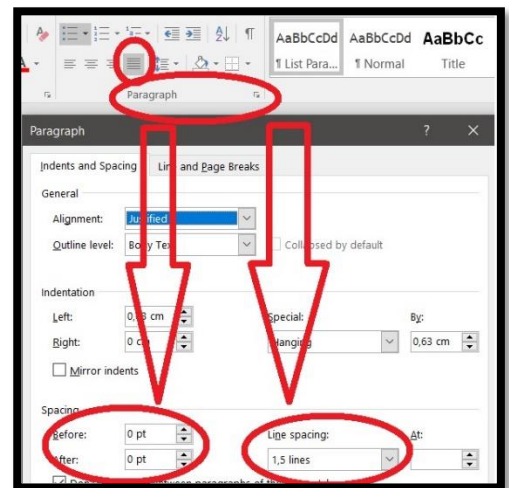
- Use **Microsoft Word** to write your report.
- **Do not submit in HWP or PDF formats.**

**2. Font and Text Formatting:**

- Use **Times New Roman, size 11** for all text.
- **Justify (Ctrl+J)** all text for proper alignment.
- **Do not use italics** anywhere in the document.

**3. Paragraph and Spacing:**

- Do **not** leave any space between paragraphs.
- Set **Before = 0 & After = 0** for paragraph spacing.
- Use **1.5 line spacing** throughout the document.



### Generative AI Suggestions for your report:

- Please use **Otter.ai**, **Good Tape**, **Notta** (<https://otter.ai/>, <https://goodtape.io>, or <https://www.notta.ai/en>) in your Report 2.
- Please note the first two can only recognize **English, French, and Spanish, and the last one can recognize Korean and other languages.**
- Use these AI tools can help you to transcribe and summarize.

### Step 1: Sign Up or Log In

- Go to [Otter.ai](https://otter.ai/), [goodtape.io](https://goodtape.io) or [Notta](https://www.notta.ai/en)
- Sign up for an account or log in if you already have one.

### Step 2: Upload or Record Audio

- Click on **“Import”** to upload an existing audio or video file (supports MP3, WAV, MP4, etc.). For Otter and Good Tape, **you can upload a conversation three times. For each conversation, it would not be more than 30 minutes.** For Notta, the max transcription per recording is 3 minutes, 120 minutes per month, and 10 times for AI summary.

### Step 3: Transcription Process

- Once the file is uploaded, Otter.ai will automatically generate a transcript.
- **Review and edit the transcript if needed to correct errors.**

### Step 4: Summarization

- Otter.ai generates an **AI-powered summary** of key points from the transcript. **Good Tape does not provide summary service**, you can use ChatGPT or Deepseek to summarize.
- You can find this summary at the top of the transcript page.
- If needed, manually edit or refine the summary for clarity.

### Step 5: Export and Share

- Click **“Export”** to download the transcript in TXT, DOCX, PDF, or SRT format.
- You can only copy the transcript from Notta because of a basic plan and then paste it to your word file.

### Tips for Better Transcription

- Use a **high-quality microphone** for clear audio.
- Reduce **background noise** to improve accuracy.
- **Identify speakers** in multi-person recordings for better organization.

You are free to use ChatGPT, DeepSeek, or any other generative AI tool, as long as you report them in your survey.

**Remember that:**

- AI is an aid, not a substitute for your independent thinking. Make sure that the final content is something you understand and can explain yourself, not a direct copy of the AI-generated text.
- Academic integrity is critical. Avoid plagiarism or misquoting as a result of AI-generated content, and always verify sources.
- Maintain critical thinking. AI tools may provide inaccurate or one-sided information, so use them with extra scrutiny.

**Rubric for Evaluating Report 2**

| Criteria  | Point           |
|---|-----------------|
| Description of interviewees (filling the given table) | 1               |
| Transcription of Interviewee 1                        | 1               |
| Transcription of Interviewee 2                        | 1               |
| Transcription of Interviewee 3                        | 1               |
| Summary of Interviewee 1 – in English – 75 words      | 1               |
| Summary of Interviewee 2 – in English – 75 words      | 1               |
| Summary of Interviewee 3 – in English – 75 words      | 1               |
| Your Reflection – 100 words                           | 2               |
| Filling the survey                                    | 1               |
| <b>Total</b>  | <b>— / 10.0</b> |

### Rubric for Evaluating Report 2 (0.5-point Scale)

| Criteria  | Points | Level Descriptions  |
|---|--------|---|
| <b>1. Description of interviewees (filling the given table)</b> | 1      | <b>1 point:</b> All required information (e.g., name/pseudonym, age, grade, learning habits) is complete and clearly filled out for all three interviewees.<br><b>0.5 points:</b> Table is partially completed or missing minor details for one interviewee.<br><b>0 points:</b> Table is mostly incomplete or missing for more than one interviewee. |
| <b>2. Transcription of Interviewee 1</b>                        | 1      | <b>1 point:</b> Clear and complete transcription or detailed notes of Interviewee 1's responses, based on all or most of the interview questions.<br><b>0.5 points:</b> Partial transcription; some answers missing or unclear.<br><b>0 points:</b> Transcription is missing or lacks useful content.   |
| <b>3. Transcription of Interviewee 2</b>                        | 1      | Same levels as above.   |
| <b>4. Transcription of Interviewee 3</b>                        | 1      | Same levels as above.   |
| <b>5. Summary of Interviewee 1 (in English, ~75 words)</b>      | 1      | <b>1 point:</b> Well-written summary in English, capturing key points from the interview, close to 75 words ( $\pm 10$ words).<br><b>0.5 points:</b> Summary is vague, too short/long, or missing important ideas.<br><b>0 points:</b> Summary is missing or not written in English.  |
| <b>6. Summary of Interviewee 2 (in English, ~75 words)</b>      | 1      | Same levels as above.   |
| <b>7. Summary of Interviewee 3 (in English, ~75 words)</b>      | 1      | Same levels as above.   |
| <b>8. Your Reflection (in English, ~100 words)</b>              | 2      | <b>2 points:</b> Thoughtful and insightful reflection, highlighting common patterns, new findings, and how feedback will be used. Close to 100 words ( $\pm 15$ words).<br><b>1 point:</b> Basic reflection with limited depth or focus.<br><b>0 points:</b> No reflection or extremely weak content.   |
| <b>9. Filling the survey</b>                                    | 1      | <b>1 point:</b> Survey (if provided separately) is fully completed with relevant information.<br><b>0 points:</b> Survey is missing or largely incomplete.  |