**Attendance**

| **Team Member Name** | **Present?** | **Medium** |
| --- | --- | --- |
| Alexander Dinh | Y | Discord |
| Qianhui Hub | Y | Discord |
| Alfred Langen | Y | Discord |
| Parisa Arbab | Y | Discord |
| Jackelyn Castaneda | Y | Discord |

**Meeting Location**

Location: Online

**Meeting Start**

Scheduled start: 5:30 pm, 9/29

Actual start: 5:30 pm

Recorder: N/A

**Agenda**

1. A2 - Team Behavior Expectations

* Time to respond to email (hours): 24hrs
* Lead time for assignment review (hours): Mondays after class (8-10pm)
* Submit [Group info](https://docs.google.com/document/d/1uLvNrykgvXaSn2tHx3-Bv3TmxMs3BNR9/edit?usp=sharing&ouid=108393816431429558934&rtpof=true&sd=true) & this meeting note to D2L

1. Choose a topic

* Topic: Jacki’s project - Chicago Botanical Gardens interactive experience

1. A3 - Contextual Inquiry Protocol - **questions**

Interview notes [here](https://docs.google.com/document/d/1p_NHxp0O6yiz1igllXYjAZi0a0be59sn/edit?usp=sharing&ouid=108393816431429558934&rtpof=true&sd=true).

* Screener:
  + Have you ever visited a Botanical Garden?
* Warm up and build rapport
  + How interested are you in plants/nature?
  + What do you like to do most outside?
  + How often do you visit outdoor attractions?
  + When you visit outdoor attractions, who do you go with?
* General Inquiry (5-10 questions, probes)
  + Tell me about the last time you visited a Botanical Garden.
    - When did you go?
    - Why did you visit?
    - How did you get there?
    - What did you do when you were in the Garden?
    - How did you find out about the Botanical Gardens?
    - How long did you spend in the garden?
    - Who did you go with?
    - How many people did you go with?
    - How was your trip?
    - How did you figure out what to do?
    - How long did it take you to get to the botanical garden?
* Deep focus (2-6 questions)
  + How did you get around?
    - How was your experience getting around the garden?
  + What was your favorite thing about your time there?
  + What are the things that make you choose to go to botanical gardens?
  + How far away have you traveled for an experience/event?
    - How did you find out about it?
    - What was it?
    - How’d you get there?
* Retrospective (2-5 questions)
  + What about your visit that stood out to you?
  + How would you choose to change your visit? Magic wand...
    - Three things? (If you could change one thing...)
  + How likely are you to visit the Garden again? Why?

Neutral terms (tell me more about that...)

Interview friend of a friend… acquaintances, fits user profiles,

**Meeting End**

Scheduled end: 7pm

Actual end: 6:32P

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. submit A2 | everyone | 10/2 Due |
| 1. Send a copy of A1 to discord | Jacki | 9/29 |
| 1. Come up with around 5 questions & put them under warm-up/general inquiry/ deep focus/ retrospective | everyone | 10/2 before class |

**Decisions Made**

1. Meet on Mondays after class.
2. The project will use Jacki’s project - Chicago Botanical gardens interactive experience.
3. Everyone starts to draft questions.
4. Will go over everyone’s questions on Monday after class.

**Next Meeting**

Location: Zoom

Scheduled date: 10/2. Mon

Scheduled time: After class.

**Attendance-10/09/23**

| **Team Member Name** | **Present?** | **Medium** |
| --- | --- | --- |
| Alexander Dinh | Y | Zoom |
| Qianhui Hub | N |  |
| Alfred Langen | Y | Zoom |
| Parisa Arbab | Y | Zoom |
| Jackelyn Castaneda | Y | Zoom |

**Meeting Location**

Location: Online

**Meeting Start**

Scheduled start: After class, 10/09

Actual start: 7:05pm

Recorder: N/A

**Agenda**

1. Check-in
2. Interview schedule
3. Next steps

**Meeting End**

Scheduled end: N/A

Actual end: 7:25pm

**Post-Meeting Action Items**

[Working Doc: G2\_HCI 440 A3 Concept and Requirements](https://docs.google.com/document/d/1_jNW1VHK7oDrt0QnxRRgziHrBoXTWTZ-HpLLY38sk0U/edit?usp=sharing)

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. 2 Concepts | everyone | 10/12 |
| 1. 3 Requirements | everyone | 10/12 |
| 1. Conduct an interview | everyone | 10/13 |

**Next Meeting**

Location: Zoom

Scheduled date: 10/2. Thurs

Scheduled time: 5:30PM