Alinta QLD Sign Up Form – To Do list

Day before – room setup

Windows laptop needs:

Morae – check recording and audio playback levels

Browser links to current website and prototype

Test iPhone needs

Power check

Browser links added to current site & Axure prototype

Power board/extension cords needed?

Print consent forms, pre & post questionnaires & Farron sign-in sheet

Slack msg to team to expect participants

Gather:

Clipboards

Sharpies

Pens

Highlighters

Morning of testing

Put up posters (directions & noise) & Blu-tac

Recheck recording and audio playback levels

Drinking water – glasses and water bottle

Waiting area for next participant – consent form & pre-questionnaire

Upon arrival

Introductions

Toilets

Water

Show to waiting area & give consent form & pre-questionnaire

Between sessions

Save previous session recording

Clear used glasses

Top-up water bottle

Clear cache

Setup clipboard with next sessions consent form & pre-questionnaire

End of day

Copy recordings to shared: drive

Remove posters

Pack up test equipment