P2.1 do this task first and send to doubtfire

P2.2 do this task first and send to doubtfire

P2.3 do this task after task c2.1

C2.1 do this after task p2.1 and p2.2

Participants – observe of the people that will conduct the interview (use recording devices, use other tools)

* Ensure that they have given consent
* Ensure that you have all the tools needed to interview the participants
* Ensure that there is a good mix of participants in the interview to prevent the bias

Material

* Ensure that you have a consent form
* Ensure that you have all the equipment needed for the task needed to be accomplished

Procedure

* Ensure the steps that you will do whilst undertaking the interview
* Do not use yes or no answers, use open ended questions
* Do not ask awkward questions (do not put people at unease)
* Ask neutral questions – insensitive questions

Data synthesis

* Try to filter out irrelevant details
* Paraphrase
* Use user’s voice
* Break up complex statements into single issues
* Transfer notes onto cards
* Make sure you take into account the ref number that corresponds to the participants
* Affinity diagram is a group of themes that are taken from the interview data.

Demographics of questions

* Library
* Amdc
* Atc
* Train Station
* Tram stops
* Atc offices
* En office

Methods of interviewing

* Record the voice
* Write down notes
* Take photos – the visual aspects of what participants are doing for a task assigned can be recorded (permission to take a photo and permission to have their face shown)
* Take videos – participants can demonstrate how they do the task that is asked of them (permission to take a video and permission to have their face shown)
* Make interview questions short and snappy

Feedback for week 1 tasks

Put information and data in a table format – easier to manage (do not use paragraph)

* Profiles should be in tables

Personal strengths and weaknesses

* Should write down what solutions to have to fix weaknesses
* Should use the strengths of individuals to help other team members with weakness of that sort
* Expand more in the details of the descriptions

1.2

* File transfer
  + Google drive
    - How you would use it
    - Who is going to maintain it and who is going to maintain it
    - Naming generation
    - Training – how people will train new people of the group and what conventions they would use
* Meeting
  + How the meeting will be conducted
  + Who will organise the meeting
  + Location of the meeting
  + Time of the meeting
  + Day of the meeting
  + What consequences there is for a person not attending the meeting (if the deliberately not attend)
* Use screenshots for group work
* Group work needs fine tuning
  + You have tasks and prepare response for each tasks before the tutorial
  + Each person has a response for each task
    - You will have 4 responses for each tasks
  + One person will have to get the 4 responses for each task to upload onto pdf (so that it will be faster and easier)
  + Should not focus too much on placing the responses onto the pdf, because you just need to combined the already written responses from the other group members (instead of one person writing all the notes)
  + Prepare questions for the tasks
    - Interview questions
    - Questions in regards to completing the tasks (if unsure of the task)
* How we are going to document things
  + Use excel for tables
  + What format we should be using
* Learn how to use Trello
* Read other documents more
* Can use git for file transfer because it has version control