Vilo Sky Meeting 28/10/2020

1. Agenda for the meeting 13:00 on 10.29.2020 both teams and Vicky present.
   1. Requirements
      1. Input format
      2. Checklists or smaller/more specific
      3. Large text box – more difficult
      4. Depends on examples
   2. HR Rep
      1. Should HR rep be able to edit dashboards of subordinates?
      2. Should they be able to edit their contact information?
   3. Multiple submissions?
      1. Allowed with no account?
      2. If allowed, would they need to fill in all data over again?
   4. IP
      1. Have we got an agreement reached?
      2. Last thing to discuss with other team as well?
      3. Did they talk with Tim?
   5. Show them very basic wireframes
      1. Help by seeing something tangible
   6. Customer meeting next Wednesday – at 14:00
      1. Maybe another one earlier (TBD)

Jakub Notes:

IP – **Still not settled**

**Example Pathways –** Example input and output data. Still not settled. To be sent on 29/10/20

**Communication**. Individual meetings with each group. Mainly through MS Teams. Meetings will be distinguished by Naming The Meeting for e.g. Niall – Customer meeting.

- Wednesday 11/11/2020, Formal Customer Meeting

- Friday 06/11/2020, Informal meeting.

**Requirements:**

- Wait for tomorrow, to get examples from Louise and Vicky.

- No E-mail address/Phone number gathering at this stage.

- Things to gather:

o Name

o Education

o **Will have the skills in a discrete list**

o Work Placement

o Role

o Hours

o Age

o Ethnicity(Optional)

o Sexuality(Optional)

- Think of different levels of education from different countries.

- **The fewer textboxes the better. The easier to fill it in the better.**

- **Strike a balance between detail and ease of use.**

o Cant have too much detail collected where the user takes hours to fill the form

o Has to be simple to fill in yet not trivial to a point where a valuable output can be produced

- Input to output may not be direct. There may be an intervention needed between the input to produce an output. i.e Vilo Sky may want to view the input and direct the output in a certain direction

- Should HR Rep be able to edit account details of their subordinates?

o Input and output would be similar in the sense of the individual.

o They’re not thinking of one person.

o **Depersonalize. The HR Rep shouldn’t be looking for a specific person. Instead for a general persona which projects an actual employee.**

§ This means that if an employee wanted a further more personalized dashboard then they need to log in to their own account.

§ **The HR rep isn’t an admin of a group of users. They want to create action plans for their subordinates as general personas.**

- Add functionality where an individual user could share their output through email. Perhaps to their HR Rep

- **Logged in vs Not logged in:**

o Should we limit the number of submissions based on whether a user is logged in? No

o Have functionality where a logged in user could save an input form where the don’t have to re-fill the form again.

* Support in and out interaction. Where a user fills in a certain part of the form and leaves. Yet when they return they have their progress saved.

Alex Notes:

1. Meeting groups/teams communication
   1. Could we change team names?
      1. Tim would not be happy.
      2. We would not be able to change it
   2. Some compromise
   3. Formal customer meeting in 2 weeks (11.11.2020)
      1. With a member of staff
      2. We will be assessed on this
      3. Main goal is to discuss previous iteration
      4. Discuss goals for next iteration
2. Ideally we will have another meeting next week (04.11.2020)
   1. Fridays always good days for Vicky/Louise
   2. They will be accessible then. We will discuss this later this week and figure it out.
3. Showing initial wireframes
   1. Selim/Gening mock ups
      1. Large text form/Smaller inputs?
      2. Vicky: Helpful to look at something like this/something tangible
         1. Once we get some information from them, we could start thinking about user experience.
      3. Email address/Phone number
         1. We don’t need that type of information in the very beginning
         2. initially we would need
            1. Name, Education, general things
         3. Education is a good idea to support different formats
         4. Skills there
            1. Good idea to be a discrete list!!!
      4. The fewer **free-text boxes the better!**
      5. Some way of getting work experience
         1. Industry, years of experiences, level of seniority
         2. Current working hours
         3. Characteristics that are optional but essential
            1. Age, Ethnicity, Sexuality
   2. Data samples of inputs/outputs
      1. They will provide data so we can start the iterative process of changing pages/forking inputs/outputs.
4. HR Retrospective
   1. Inputs/outputs will be similar to individual examples
      1. They might want to get inputs/outputs for large groups of people!
      2. Depersonalizied
         1. They will put in different types of data (characteristics)
         2. MORE GENERAL
         3. They will need a career path for a generalized group of people
      3. Inputs would be different
         1. User data (ACTUAL HR REP)
         2. The career paths generated are for the groups of people they want!
            1. They will not be doing these for an individual employee
         3. If they wanted this, they would go in the individual area
      4. HR rep is not an admin for all individuals
   2. They need to do career planning for groups of people
   3. Might be different outputs for hr reps
   4. HR rep gets responses for individually filled stuff
      1. No need for that **- lot further down the line**.
      2. Maybe later on with this
5. Multiple submissions
   1. No limits on submissions on registered/unregistered users
   2. Prepopulated submissions?
      1. Feature to have prepopulated data in a subsequent submission
      2. Maybe allow them to choose if they want to load last submission or not.
6. Actions for Vicky Louise
   1. Pathways/Sample data until tomorrow
      1. Any iterations for these over emails beforehand.
   2. Get emails from Niall/Sam
   3. Get familiar with GitLab, Teams, Google Docs
   4. On the 6th of November meeting
      1. **Waiting on confirmation from Niall/Sam!**
   5. Same for the 11th of November
   6. IP discussion on hold for now but **do NOT forget it** and discuss every time from now on.

Later on, the team met and discussed the meeting quickly – 17:00 on 29.10.2020. Whole team present.

1. Decisions
   1. Wait for fleshing out mock ups/user stories before they send us sample data
      1. Maybe Jakub will look at HR rep persona as it was heavily different from what we had so far.
   2. Have more official meetings and fall into proper roles
   3. Nial sends out an email
      1. With GitLab, Figma, Docs links and instructions.
      2. Arranging a meeting for Wednesday (preferably at 16)
   4. We are waiting on sample data to flesh out requirements/mock ups
2. Next meeting on **Monday 02.11.2020 at 13:00**.
   1. We will have received sample data by then
   2. We will have time to individually reflect on it and come prepared to meeting.
   3. Meeting will be about tasks for next Wednesday – mainly about user story/design refactorings.
   4. Tell Selim!