

Interview Agenda

1. Internal Stakeholders (Users) Interview Questions :

A. Teachers (Focus: Attendance, Grades, Communication)

- **Attendance Workflow** : Describe your current step-by-step process for taking attendance for one class. What information do you record, and where is it submitted or stored?
- **Grade Entry Pain Points** : When entering or updating student grades, what currently takes the most time or causes the most frustration? What specific calculations (e.g., weighted averages) do you need the system to handle automatically?
- **Student/Teacher Information Access** : What student details (their name/ID/grades/attendance) do you frequently need to access, and how quickly do you need this information?
- **Communication Needs** : How do you currently send messages or updates to your students? What features would help you "communicate better" within the system?
- **Data Organization** : How important is it that your data (grades and attendance records) is organized and easy to find?

B. Students (Focus: Grade Viewing, Schedule, Announcements)

- **Grade Viewing Experience** : When you want to check your grades, what specific information are you looking for (e.g., individual assignment scores, final course average, missing work)?
- **Announcement Consumption** : How do you currently receive important school news or announcements? What's the best way for the system to

deliver announcements to you (in-system notification (alert on the website) or an email notification)?

- **System Access** : When you access your information (like grades or schedule), how fast must the page load before you become frustrated?

- **Missing Features** : If you could add one capability to the new system to help you manage your school life better, what would it be?

2. External Stakeholders (Client/School) Interview

Questions :

A. School Administrator / Principal / Owner (Focus: Management, Reporting)

- **Data Management Goals (Value/Goals)** : Beyond just "easier management," what are the top 1-2 strategic benefits your school expects to gain from this system (e.g., better parent engagement, audit compliance, increased efficiency)?

- **Report Customization** : For attendance and grades, what specific reports are essential for administration? Do you need to see trends, comparative data (e.g., class vs. class), or just simple individual summaries?

- **User Onboarding/Offboarding (Security)** : Describe the process for creating, updating, and disabling user accounts (Admin, Teacher, Student). Who approves these changes, and how quickly must the system reflect them?

- **Data Migration and Organization** : You mentioned currently using "paper or old systems". Approximately how many years of historical student and teacher data will need to be imported into the new system, and how critical is it that this transition is error-free?

- **Scope & Future Needs** : If the project is successful, would you like to make this software as a mobile application or as a website?