* Before starting the demo, have Google.com open.
* Introduce myself first
  + Introduce David and Shubhangi
  + Say they will be taking notes on my behalf so if you see them writing feverishly, please ignore them.
* Ask some generic questions of the user
  + Ask their name
  + What team they are on for the class and what their project was
  + How long they have been at SJ State? Are they a student or do they also work
* As you are doing things on the site, it would be a major help to us if you **thought out loud** what is going through your mind, what your sense of things are, if things are confusing, if things are intuitive, what you would like to see different. All of that is very helpful to us.
  + There may be points where you try to ask me a question. Please **understand that I may not answer right away.** We are not trying to be difficult but we want to see how the experience would go for you if I was not here.
* Take them to the Login page
* Ask them what they notice on the login page and **what it means to them**
* Ask them to **use their first name and last name as the user name and password**
  + Once that does not work, ask them what they think happened
* Ask them to next **use Professor Mak’s name as username and password.**
* What tools do you use today (if any) to manage your daily calendar (or calendars)? Can you name any specific tools or programs? What are your thoughts on them? What are their strengths and weaknesses?
* Without clicking on anything yet, please have a look around the page and tell me what you see and what you think the features of the site may be?
* Have a set of tasks you would like them to perform and we will get through as many as we can time permitting.
* **Have them read the tasks**

**Task #1:** You scheduled a dentist appointment for 3pm on March 6th. The appointment is over a week away, and you want to add it to your calendar so you do not forget about it. How would you go about making this appointment?

**Task #2:** On February 28th, you are considering making plans to see some friends. Before you make any specific commitments, you want to get details about what you may have already scheduled for that day. How would you go about doing that?

**Task #3:** You have been delaying cutting the grass in your yard for more than a week. You finally mowed the grass at 10am this morning. You want to remove this task from your list of things to do.

**Task #4:** At some point in the next couple of weeks (not a specific time), you need to mail a package to your brother. How would you create a reminder for yourself to make sure you do forget this?