**Checklist**

□ Zoom up and running link

□ Conference line dialed in

□ Recording set-up

□ Monitor set-up

**Smart Checklist Discussion Guide -**

* **Opening** 
  + **Intro:** Hi, this is Adnan.
  + **Check-in:** Can you hear me well?
  + **Greetings:** How are you today?
  + **Transition:** First of all, Thank you so much for taking time to chat with me. I really appreciate that. So let me describe you what we are talking about today
  + **Project Introduction:** I am interviewing some people to get information about their daily life, the things they forget, how they make their daily routine to build an automated system. I scheduled a thirty-minute long interview session with you. but we might end early and that’s totally fine.
  + **Introduce the Goal:** Our main goal is to understand how you're managing your routine and other things, furthermore what system you are using.

I’m gonna ask you a series of questions today and there are no right or wrong answers. I’m looking for your open and honest feedback. The more we know, the more we can improve the experience of creating components, so please don’t hold back..

* + **Before start:** Before we get started, do you have any questions for me?
* **Background:**
  + **Transition:** So... alright, i guess just a little bit of background
  + **Role:**

Tell me a little bit about what you do. Can you tell me what you do?

* + **Process:**

Can you describe the process you currently use to make your daily routine or checklist to not forget things?  
If the user does not mention how they are using the system, ask  
How did you use the system when creating a reminder?

* + **If you use any system:**

Can you tell me about your experience using the system?

* + **If used any software:**

Can you tell me about your experience using the software?  
Is there anything you want or need that was not satisfied by using the software?  
Can you show me the software?  
Can you walk me through how you used the software?  
Can you hold on one second while I’m checking back over my NOTES really quick.  
I don’t quite follow.  
If you can point the mouse where you’re looking at, that would be helpful.  
I’m not THAT technical.  
Can you help me understand?  
I’m trying to learn your process and also what goes into your decision making?  
Is there anything you would like to see on the software that is not available?  
I got you.  
Did you realize any time savings or efficiencies in using the software - if yes, could you please describe the efficiencies gained by using the software? If not, why?  
Can you think of an experience you had with any other software?

* + **If did not used any software:**

How do you manage your time then?  
Will you please show me how you do that?  
Can you tell me a little bit more about how you made that choice?  
Tell me how you made that choice.  
What makes that one the best choice?  
How long does it take you to create?  
Would you like anything easier and faster?

* + **End:** Okay. Well that’s all I have for you today. That about wraps it up on my end.

Do you have any questions for us?  
Thank you so much.  
Speaking with you was really helpful.  
We’re gonna use your feedback for our study. Can we reach out again for a follow-up session?