**Appendix**

## Documentation of Meetings with Stakeholders and Clients:

This document has more *specific* notes of the meetings with clients and stakeholders, as I kept a lot of the information stored through written notes and various documents prior to building Criterion A.

August 25th 2023: This was the first official meeting with my client and band director, Dr. Parsons, to both confirm that I was able to update the band website and to initialize information.

**Major Takeaways:** These were the biggest suggestions from this meeting.

* Dr. Parsons wanted to update the band website to look more current, noting that the website’s design is outdated. He also pointed out that the website’s design has not been updated in a few decades.
* He also noted that certain information on the website needed to be archived in favor of more current programs.
* One of the proposals I had while pitching this idea was to create a specific page on the band website for students who were interested in joining the student leadership programs in the band. A major program within band students is the drum major training program, with many students wanting to learn how to spin batons or conduct. In addition to that, a major appeal for many students is joining the leadership program. As a person who is in leadership, I claimed that it would be helpful to many students to have a page with this information. Dr. Parsons and Mr. Barrigan agreed, as it would be helpful to a majority of the band.

August 28th 2023: Initial Meeting with Herb Sutherland (Current Webmaster) on the current state and internal structure of the band website.

Major Takeaways: From this meeting, I gathered the following information.

* One of the biggest takeaways that I got from this meeting was that I gained a much more in-depth understanding of his involvement in updating the website.
* Mr. Sutherland pointed out that he had been updating the website since 2001. This is a major root of the issues in regards to how the website is updated, as he admitted that he did not have the time nor the resources to update the website.
* The website was programmed mostly on the markup languages CSS and HTML.
* The website was primarily built off of Seamonkey.
* On a more technical level, I confirmed that the website was built primarily off of the markup languages HTML and CSS, wh

Week of September 10th - October 1st 2023: Release of user form created through Google Forms to gauge needs of users for larger scale data collection. Throughout this month were also more minor meetings with other students in regards to what they wanted to see from the website overall.

Major takeaways:

* I got valuable data on what to focus on fixing: mainly lack of information and issues in functionality on mobile devices
* I also got valuable feedback on what to maintain from the website: general simplicity in having most everything on one page
* More interestingly, I got suggestions on what people want from the website itself such as: a place to find show music, more fonts, or more student input

October 12th, 2023: Meeting with Assistant Band Director, Mr. Barragan, to gain additional information on what is needed from the band website.

Major Takeaways:

* One of the biggest suggestions on building the band website was to have a more minimalistic design, to create an easier navigation experience for users.
* He also suggested that I observe other band websites overall for inspiration on how the website could be improved.
* He suggested building a password protected system for band specific information, such as seat placements, sheet music, or for dots for marching season.

October 24th, 2023: Meeting with Dr. Parsons with curated and more specific questions based off of the information that I gathered previously. I met with Dr. Parsons again to confirm certain facts that I gathered from meetings with others.

Questions and Answers:

1. **“What are the most important things on the band website? What would you prioritize keeping?”**

Dr. Parsons often reiterated the importance of keeping a space for people to find information and keeping a page that stayed as up to date as possible on new information. More specifically, he wanted to have a page that had information about events, how to be part of these events, and scheduling.

1. **“What would you rather remove from the website? Are there any suggestions on what to add?”**

Dr. Parsons strongly suggested that I archive a lot of the older information on the website, such as information about past trips or aspects of the band that are no longer available. He also suggested having a page that shows that there will be new information coming up soon. He also agreed about the suggestions that there should be more variety in font sizes to allow for more people to read the website.

1. **“What is the process for updating the band website?”**

I needed to gain some insight as to *how* the website was updated, so one of the biggest questions that I had were specifically on the process of updating the website itself. He explained that a majority of the updating process was through the webmaster. He messages the webmaster the information that needs to be added or changed to the website, to be pasted into the website itself.

1. **“Would it be helpful to have a separate application, so that staff can easily update information without the interference of a third party?”**

One of the biggest suggestions that I got from both Mr. Barrigan and my advisor, Mr, Gupton, was that a good approach to updating the website would be to create a separate application specifically for updating it. Dr. Parsons agreed on this idea, adding that it would make the process simpler for all parties involved.

1. **“What are your thoughts on Mr. Barrigan’s suggestion to have a page for finding sheet music, that is password protected?”**

Dr. Parsons also agreed on this idea to make sure that all of the sheet music is safe, but he also suggested possibly having a “blind site” as well, which would have the page on a link that would have to be manually typed by the user.

January 27th, 2024: Meeting with Dr. Parsons on design concepts based off of data collected from Criterion A. This meeting was also held to clarify what to keep in mind when

Questions and Answers:

1. **How would you like for website forms to be formatted? Would you prefer for website files to be simple hyperlinks to be updated?**

Dr. Parsons agreed to have a better redesign, but he wanted to have a simple hyperlink for downloading links and to redirect to other things like charms for simplicity.

1. **Will be keeping links to Scrip ( a fundraising website for the band)?**

Scrip goes directly under finances, and information on the donation process will be found in that section.

1. **Will we be keeping the information for Blarney News (band newspaper)?**

No, we will be archiving most of this information, as most of it has become irrelevant. Blarney News has moved to being email updates.

1. **Where will information in regards to Kennedy events (Hawaii and Ireland Trips, AUHSD Band Festival, Green Band, Kennedy Preview of Champions, etc..)**

All of this information would be put in a separate dropdown for band events in addition to the calendar.

## IA Project Notes:

General Notes About the Website itself:

* Alternate Resource to Use **DURING** band website updates: Band App + Google Calendar
* Focus on creating a good user interface on **Phones** and **Web** because those are the main forms of communication

Key Focuses:

* Should focus mainly on creating functionality behind the scenes
* Maintain the clean organization of the front page:
* Keep the calendar on the front page
* Creating Categories/Tabs for organization
* Somehow make it easy for Dr P to update it by himself so that he doesnt have to constantly rely on me
* Make TWO Applications in which one of them is for managing the backend of the website (such as updating pictures, updating information, etc.
* More input from STUDENTS
* More pictures from student historians

Additional Ideas:

* Add a page for finding music!
* Add a page for joining leadership + for those interested in joining
* Add Update Request Stuff!
* Somehow getting a calendar that can be used by the leadership so that leadership can update it.

Things that people dislike (Data from older form)

* 3 people said that it was difficult to use
* 3 people said that it doesnt have what they need
* 1 person pointed out that it has too many links (maybe it has a more confusing design)
* 10 people said that the design was outdated
* 8 People pointed out that the information was outdated
* 1 person had concerns about mobile usage

Things that people dislike: Data from NEW form

* One complaint was that they had to zoom in to press different buttons on mobile
* Too many buttons that make it difficult to use on mobile
* Lack of categories for organization

Things that people LIKE from the band website:

* A lot of people really really like the calendar
* People liked having the calendar
* People like having a simple organization in the front and liked having most of it be organized on the front
* Some people liked the old photos

Things that people want to ADD to the website itself:

* Page for those who wanna join leadership to show requirements and expectations
* Page for those who wanna join drum major or the drum major trainee program
* A page that shows music for shows and concerts/ a page for scanned sheet music for every class, marching concert, jazz band, etc.
* More appealing design

Notes from meeting with Mr. Barragan:

* Having a password protected system for band specific information:
* Seat placement
* Calendar System (can be an open calendar system, for easier access for parents and families)
* Music
* Use flowermound hs band as a basis for websites and look into texas band websites
* Minimalist designs

More Little Notes from Mr. Barragan:

* Consistently simple website design
* Take design inspo from Chino Hills HS Marching Band website
* Elegance
* Simplicity
* Simple calendar layout
* We need to have an expanded ribbon with a dropdown of more specific programs such as honor band, booster information, etc.
* Add Jason Antonio Pictures or Music Amenities Videos?
* Historian Pictures

Notes from Mr Gupton:

* Talk about this on TUESDAY
* The pages should look the same
* Add data flow + process flow later on
* Eventually data flow and process flow will help navigate how the processes will happen
* Make the Record of tasks a separate document v

Ask Dr. P what needs to stay and what do we need to keep and if the calendar needs to be more like the Chino Hills calendar or have a calendar with additional info and what they want

* Define what THEY want from the calendar
* Define it as restarting from the beginning
* Define CORE ELEMENTS of the application and what it makes up to describe them
* What activities do we need to keep track of?
* Different documentation (could be just called documentation obj w like forms and files)

Colorguard Requests

* Dates to shows
* Information about Colorguard

Drum Major Trainee Requests:

* Add events page
* Add SAML website hyperlink