

Human Factors - Task Analysis - Davy Nolan - 17330208

A meeting booking system (as considered before for the scenario exercise). Consider the task of booking a meeting.

1. Open meeting booking application on mobile device.
 - a. Connect device to WiFi.
2. Decide time for the meeting to take place.
3. Decide location for the meeting.
 - a. Check which meeting room contains required amenities (projector, wifi etc...)
 - b. Check which meeting room fits the correct number of attendees.
4. Go to the "Book a meeting" option.
 - a. Select the meeting time.
 - b. Select the meeting location.
5. Invite attendees.
 - a. Enter emails of desired attendees in the "Who to invite" slot.
 - b. Confirm meeting.
6. Check email for meeting booking confirmation.
7. Check meeting booking application to see confirmed attendees.
 - a. Select "Meeting calendar" to see all future planned meetings.
 - b. Select meeting by searching for date and time.
 - c. Green tick will appear beside attendees who have confirmed their attendance.