**Interview Agenda**

# **Interview Agenda 1 — Internal Operational Stakeholder**

**Stakeholder:** Teaching Assistant (TA)  
 **Type:** Internal Operational Stakeholder  
 **Purpose:** To understand the daily workflow, challenges, and needs of teaching assistants to ensure that TAMS effectively supports their academic and administrative responsibilities.

### **Agenda Topics:**

1. Background and experience
2. Current workflow and task management
3. Challenges and pain points
4. Desired features and improvements
5. System preferences and accessibility

### **Interview Questions:**

#### **1. Background and Experience**

1. How long have you been working as a Teaching Assistant?
2. What courses or labs are you currently assisting with?
3. What are your main responsibilities in those courses?
4. Did you receive any orientation or guidance before starting your TA duties?

#### **2. Current Workflow**

1. Can you describe a typical week as a Teaching Assistant?
2. How do you currently organize your weekly TA tasks (e.g., grading, lab preparation, assisting students)?
3. What tools or methods do you use to manage your tasks and deadlines (spreadsheets, notes, chat groups, etc.)?
4. How do you keep track of which grading tasks you’ve completed and which are pending?
5. How do you communicate with instructors or other TAs about lab schedules or grading?
6. How do you usually submit student grades or reports to instructors?

#### **3. Challenges and Pain Points**

1. What are the biggest challenges you face in managing your TA duties?
2. Have you ever missed a deadline or lost track of grading progress? If yes, why?
3. Do you find it difficult to balance multiple courses or lab sessions?
4. What aspects of grading or lab preparation take the most time or effort?
5. Do you face any issues with communication or coordination with instructors?

#### **4. Desired Features and Improvements**

1. What kind of system or tool would make your work as a TA easier?
2. Would you find it useful to have an automated weekly schedule or to-do list? Why or why not?
3. How helpful would reminders or notifications for upcoming tasks or deadlines be to you?
4. Would you prefer a system where you can directly enter grades and track students’ progress?
5. What types of reports or summaries would be useful for you (e.g., completed tasks, grading progress)?
6. How would you like instructors to track your progress or give you feedback within the system?

#### **5. System Preferences and Accessibility**

1. Would you prefer the system to be web-based, mobile, or both?
2. How often would you use such a system during a typical week?
3. What kind of user interface do you find most comfortable (simple lists, dashboard view, calendar view, etc.)?
4. Are there any security or privacy concerns you’d like addressed (e.g., grade access, data sharing)?
5. Is there anything else you would like to see included in a system designed to help TAs manage their duties?

# **Interview Agenda 2 — Internal Executive Stakeholder**

**Stakeholder:** Instructor / Course Coordinator  
 **Type:** Internal Executive Stakeholder  
 **Purpose:** To identify the management, oversight, and reporting needs of instructors and coordinators to ensure TAMS aligns with academic goals and provides transparent TA performance tracking.

### **Agenda Topics:**

1. Oversight and coordination needs
2. Task assignment and supervision
3. Grading management and monitoring
4. Reporting and analytics requirements
5. System control, integration, and usability

### **Interview Questions:**

1. What are your main responsibilities as a course instructor or coordinator regarding TAs?
2. How do you currently assign and monitor TA tasks and deadlines?
3. What are the biggest challenges you face in supervising TAs and ensuring consistency?
4. How do you currently track grading progress or verify accuracy?
5. What type of reports or analytics would be most useful to you (e.g., grading progress, task completion rates)?
6. How do you prefer to communicate with your TAs (e.g., email, meetings, group chats)?
7. Would you find it helpful to view each TA’s task progress in real time?
8. How important is automation of grading summaries and progress reports?
9. What level of control would you like over TA permissions and course management in the system?
10. Do you require integration with existing university systems (e.g., LMS, gradebook)?
11. How do you currently evaluate TA performance or contribution to the course?
12. What kind of alerts or notifications would help you stay informed about TA progress?
13. From your perspective, what would a successful Teaching Assistant Management System look like?
14. How do you think this system could improve coordination between TAs and instructors?
15. What potential challenges do you foresee in implementing this system across departments?