

This is a list of the characteristics, needs and insights of each of our interviewees:

- **Person 1 (interviewed by Rafael):**
 - Characteristics:
 - a full time employee
 - affected by adhd
 - very strict with reliability
 - Needs:
 - to distinguish private and professional life
 - inclusion of holidays and birthdays
 - a place to store memos
 - a clearly distinguishable design with different colors
 - an easy and intuitive way to switch between daily, weekly and monthly overview
 - easy understandable symbols
 - a way to know if people are punctual (a “seen” on the day of the event, a way to hold people responsible)
 - their data to be safe
 - Insights:
 - A more fun to use app will make them use it more frequently
- **Person 2 (interviewed by Rafael):**
 - Characteristics:
 - half-time employed
 - otherwise independent
 - very old school, does not trust in technologie much
 - great at remembering
 - preferable to oral communication to text-based
 - no fixed working times
 - Needs:
 - calendar with monthly overview
 - space to add memos
 - to include the place in calculating free time
 - a way to avoid overworking
 - Insights:
 - their preferred strategy is by cascading through people, where any person can delete some dates
- **Person 3 (interviewed by Adam):**
 - Characteristics:
 - Master student in cinematography
 - uses event scheduling mainly for professional purposes (less for leisure)
 - frequently switches from a physical agenda to google calendar
 - wants to keep as much obligations and leisure events in his memory
 - Needs:
 - Only most crucial aspects of an event should be editable (no feature overbloating)

- App should not be addicting and only serve the purpose of scheduling events
- Reminders for tasks and deadlines
- Synchronization with other work-related platforms
- Write daily notes in a physical agenda (journaling)
- Insights:
 - Writing events down in a physical agenda helps the person to better remember upcoming events
 - No events are collaborated on in-app: All necessary details are confirmed in person or via text before event is registered in an app
 - Sometimes, finding dates/times and location can take a lot of time
- **Person 4 (interviewed by Adam):**
 - Characteristics:
 - Medicine student in her 20s
 - Very concerned about packing all events (birthdays, exams, todos, events) into one app: google calender
 - Doesn't want to waste space with a physical agenda
 - Needs:
 - reminders in different intervals
 - sync calendar with religious and national holidays
 - sync university timetable with calendar
 - editing events to adapt times/dates
 - recurring events for things like studying, birthdays, sports
 - Insights:
 - She does not want the app to be too bloated with collaboration tools (e.g. collectively reach agreement on time, location, etc). She likes to agree on events/activities via text and in-person
 - Likes using WhatsApp polls to settle on time, location, activity issues since this is where usually events are discussed for the first time
- **Person 5 (interviewed by Rahul):**
 - Characteristics:
 - a student in computer science.
 - knows a lot of technologies and likes to tinker with it. Especially likes open source software.
 - more a participant than a planner.
 - Needs:
 - to be able to switch from coarse grained layout (month) to fine grained layout (day).
 - pretty user interface, like the one of apple calendar.
 - allow the editing process of an entry to be quick, if it requires a small modification.

- Insights:
 - the user prefers to use an open source calendar.
 - less important events like birthdays are often forgotten, even though there is an entry in the calendar. and a reminder is set.
 - there should be more/different functionalities if you are in a professional setting where you need more support from the tool, as opposed to the daily use, where simple functionalities are enough.
 - find four things out, when creating an entry in the calendar: when, where, with whom, and what. Most importantly when and where. If you are certain of an event, make an entry immediately, don't postpone it.

- **Person 6 (interviewed by Rahul):**
 - Characteristics:
 - a student in computer science.
 - a very organised person and uses a planner regularly.
 - Needs:
 - a calendar that has a desktop as well as a phone version, such that you can make entries on the fly.
 - customizable reminder, such that you can choose how far in the past the reminder should be set as opposed to selecting a predefined time.
 - To be able to add reminders, for which you don't have to create an entry in the calendar. (Like integrating the reminder app from apple in the calendar)
 - tool support that makes large events like family trips faster to plan.
 - communication tool integrated in the calendar app, that accelerates planning events.
 - Propose a few dates and open poll to determine how many can attend on which dates.
 - Insights:
 - the calendar should not only help planning, but it should also look visually appealing. This played a big role in choosing which calendar to use.

- **Person 7 (interviewed by Matthias):**
 - Characteristics:
 - In a customer facing role
 - independent, doesn't need to coordinate with other people. Their meetings/entries/events are mostly with customers which do not meet among themselves.
 - A creature of habit
 - Not very technical
 - Needs:
 - A separate calendar for work and personal life.
 - A fine-grained calendar that doesn't just allow to specify the day of an entry but also the hour.
 - An overview of a week or even a month.
 - Adding/removing/modifying entries to be simple and fast
 - Insights:
 - The key to efficiently managing a calendar is to immediately note down entries.
 - The user notes down many personal reminders (e.g., Todos) in the calendar.
 - The only advantage of an online calendar they can see is the ability to synchronise it with other people.

- **Person 8 (interviewed by Matthias):**
 - Characteristics:
 - A young professional with frequent meetings with team-members, customers and friends.
 - Flexible and uses different existing solutions (paper and app) simultaneously.
 - Needs:
 - A separate calendar for work and personal life. Some things belong into both.
 - Flexible reminders for different kinds of entries. Both the time in advance and how many reminders are sent need to be configurable. Plus-points if the reminders can be configured to specify preparations that need to be done before the entry is due.
 - A configurable weekly overview where only some of the entries (based on categories) are displayed.
 - All relevant information of an entry easily accessible in one place.
 - A way to communicate with other parties in order to discuss and resolve conflicts.
 - A method of scheduling repeated entries that allows for slight modifications (there are some modifications to specific recurrences)
 - Insights:
 - The user has an interesting way of adding information to the calendar. The actual entry is blocked out using a box. Arrows are placed before and after this box to handle things like travel-time.
 - A calendar is very personal and its look plays an important part in which calendar is used.
- **Person 9 (interviewed by Moritz):**
 - Characteristics:
 - Working with a team in a company
 - uses event scheduling mainly for professional purposes (less for leisure)
 - needs to use Outlook for work, but privately uses the iPhone calendar app
 - hates wasted time
 - Needs:
 - Reminders about 15 minutes before events. (interviewee looks at calendar once a day in the morning)
 - Synchronisation with other work-related platforms (outlook)
 - User database where you can group users (friends/family/work group A/...)
 - Hates events with no information displayed. Interviewee wants all the information needed displayed inside the calendar event.
 - Indicator of whether a person is allowed to join an event or if it is required for him/he is indispensable
 - Able to send invites to people, and see a accepted, declined and pending list for participants
 - See inside of the calendar app if someone comes late/does not come at all
 - Insights:
 - Problems because company uses Outlook as calendar and that is not compatible with the data format of the interviewee's private calendar (should be able to import/export in outlook format)
 - Outlook has a feature that you can directly use the reminder as a link to the event itself

- Difficulties in planning event with people from different cantons because of different vacation times/holidays (embed vacation times/holidays of all cantons)
 - Invite to an event can be declined. If you decline a recurring event, all subsequent events are cancelled. This is bad.
 - A lot of events are similar. You should be able to make custom templates for events.
- **Person 10 (interviewed by Moritz):**
- Characteristics:
 - Bachelor student Computer Science
 - uses event scheduling mainly for leisure events
 - recently made the switch from a physical to a digital agenda
 - has many events throughout the week, but not many in one day
 - Needs:
 - A 'doodle' function for the app (to plan group events)
 - Should be able to share a certain time period in the calendar with others (of course with the option to not display information about the events)
 - Should be able to share events/send invites
 - Groups for the calendar where free time of all members is overlayed to find a good date/time for everyone
 - More options for recurring events (eg. An event that is always on the last Sunday of the month)
 - Switch modes to only display work events, or meetings, or private events, or everything at once
 - Insights:
 - There are some events that don't have a fixed date, but still have a custom rule for the date (eg. Easter)
 - Finding a time slot for a group of people is hard, but sometimes, even though people have other events on that day, they could still find a few hours that overlap with others.
 - The Samsung calendar is bad at displaying an event (eg. Important Mee...). This could be made better by displaying in multiline or in other ways.
- **Person 11 (interviewed by Oliver):**
- Characteristics:
 - Executive of a smaller company
 - old school but dabbled with digital planning tools such as trello
 - Currently uses physical agenda
 - Uses contacts app to store birthdays
 - Needs:
 - Have personal and professional events all in one place for better overview
 - Needs to easily create, delete or change date of events
 - Doesn't need reminder, likes to look in agenda
 - Doesn't need tool helping with group meetings inside calendar (Too complicated, mostly scheduled via mail)
 - Insights:
 - Currently has 3 categories in their agenda: Important: colorful on top of page, regular: in the middle, not important or tracking of activities done: on bottom of page)

- Strike through for completed events. Double strike through for cancelled events.
 - Often forgets recurring events like valentines day, as they currently don't write them in agenda.
 - Is very flexible, finding matching time mostly dependent on other party
- **Person 12 (interviewed by Oliver):**
- Characteristics:
 - computer science student
 - currently uses google calendar to sync between devices
 - uses calendar mostly for personal events
 - Needs:
 - must sync between computer and phone
 - needs daily and weekly overview
 - easy way to modify recurring events (eg shift 1 day), they use them to track when to take medication
 - doesn't use reminders except for birthdays and holidays
 - needs a way to import calendars such as the academic course schedule
 - a way to arrange group meetings (currently uses whatsapp but is not opposed to better solution)
 - Insights:
 - Currently uses different calendars to achieve different colored events.
 - Currently uses shared calendar to get events about one type of activity
 - Would like to add events that only have a date specified without a set start or end time