

Technology Use in Meetings - MTurk

In ancient Greece, scholars would walk together during meetings to stimulate creativity and discussion. Meetings remain a staple activity in modern workplaces, but meeting on the move has fallen out of favour. We are developing systems to support productivity and physical activity in the workplace through **technology-mediated walking meetings**.

We are interested in **learning about your experiences using technology during both stationary and walking meetings**.

Completing the survey will take around **3 minutes**. Data collected in the survey will be anonymous and will be used for research and teaching purposes only. If you have questions about the survey, you can contact Luke Haliburton at luke.haliburton@ifi.lmu.de

There are 27 questions in this survey

Demographics

[]Age *

Please write your answer here:

[]Gender *

Please choose **only one** of the following:

- ☐ Male
- ☐ Female
- ☐ Non-binary
- ☐ Write your gender - an input box will appear
- ☐ Prefer not to say

[]Write your gender here

Only answer this question if the following conditions are met:

Answer was 'Write your gender - an input box will appear' at question '2 [D002]' (Gender)

Please write your answer here:

[]Occupation *

Please write your answer here:

[]What is your current country of residence? *

Please write your answer here:

Meetings

The following questions relate to your **usual** habits and usual practices during meetings at work.

*Given the current CoVID-19 situation, many people have seen a drastic shift towards video chat meetings. Please answer these questions based on your *meeting habits from a few months ago*.

[]How often do you participate in meetings? *

Please choose **only one** of the following:

- ☐ Less than once per week
- ☐ Once per week
- ☐ Several times per week
- ☐ Every day
- ☐ Multiple times per day

[]How often do you participate in meetings with two or fewer colleagues? *

Please choose **only one** of the following:

- ☐ Less than once per week
- ☐ Once per week
- ☐ Several times per week
- ☐ Every day
- ☐ Multiple times per day

[]How long do your meetings usually last? *

Please choose **only one** of the following:

- ☐ Less than 30 minutes
- ☐ 30 minutes to 1 hour
- ☐ 1 to 2 hours
- ☐ More than 2 hours

Technology in Meetings

The following section concerns **technologies** that you use during **in-person meetings**. This includes technologies directly involved in a meeting (note-taking, presenting), and technologies that are used on the side (checking emails, looking up information, scheduling other meetings).

[]Which technologies do you most often bring with you to in-person meetings? *

Please choose **all** that apply:

- ☐ Notebook + pen/pencil
- ☐ Laptop
- ☐ Tablet
- ☐ Smartphone
- ☐ Audio recording device
- ☐ Nothing
- ☐ Other (please specify below)

[]Please specify *

Only answer this question if the following conditions are met:

Answer was at question '9 [T001]' (Which technologies do you most often bring with you to in-person meetings?)

Please write your answer here:

[]Complete the following statements about how you use your chosen technologies during in-person meetings. *

Please write your answer(s) here:

During meetings I use a Notebook +
pen/pencil for:

During meetings I use a Laptop for:

During meetings I use a Tablet for:

During meetings I use a Smartphone for:

During meetings I use an Audio recording
device for:

During meetings I use {T001a} for:

[]Which of the following scenarios describe your note-taking habits during meetings? (Select all that apply) *

Please choose **all** that apply:

- ☐ I do not use notes
- ☐ I rely on my own notes
- ☐ I rely on protocols/meeting minutes and don't take my own notes
- ☐ I use *both* my own notes and protocols/meeting minutes
- ☐ Other (please specify below)

[]Please specify *

Only answer this question if the following conditions are met:

Answer was 'Other (please specify below)' at question '12 [T003]' (Which of the following scenarios describe your note-taking habits during meetings? (Select all that apply))

Please write your answer here:

[]How do you usually take notes during a meeting? (Select all that apply) *

Please choose **all** that apply:

- ☐ No notes
- ☐ Handwritten
- ☐ Laptop
- ☐ Tablet
- ☐ Smartphone
- ☐ Audio recording
- ☐ Other (please specify below)

[]Please specify *

Only answer this question if the following conditions are met:

Answer was 'Other (please specify below)' at question '14 [T004]' (How do you usually take notes during a meeting? (Select all that apply))

Please write your answer here:

Walking Meetings

Walking meetings are a useful way of incorporating physical activity into the workday. We are interested in your experiences and opinions on walking meetings and associated technology use.

For the purposes of this study, a **walking meeting** is any meeting where the participants are **in motion**. This can occur either inside a building or outdoors. A phone meeting where participants are intentionally walking during the conversation would also qualify.

[]How often do you participate in walking meetings? *

Please choose **only one** of the following:

- ☐ Never
- ☐ Less than once per month
- ☐ 1-4 times per month
- ☐ More than 4 times per month

[]Which of the following are reasons that you do or would want to participate in walking meetings? (select all that apply) *

Please choose **all** that apply:

- ☐ Physical activity
- ☐ Fresh air
- ☐ I think better while I walk
- ☐ Better conversation flow
- ☐ I find walking meetings enjoyable
- ☐ Develop team dynamics
- ☐ Walking meetings improve my mental well-being
- ☐ Other (please specify)

[]Please specify. *

Only answer this question if the following conditions are met:

Answer was 'Other (please specify)' at question '17 [WM002]' (Which of the following are reasons that you do or would want to participate in walking meetings? (select all that apply))

Please write your answer here:

[]Which of the following are reasons that you do not participate in walking meetings? (Select all that apply) *

Please choose **all** that apply:

- ☐ Difficulty in taking notes
- ☐ Lack of ability to present visuals
- ☐ Limitations in group size
- ☐ Not part of my routine
- ☐ Bad weather
- ☐ Moving around is distracting
- ☐ I would feel awkward asking someone to do a walking meeting
- ☐ Other (please specify)

[]Please specify. *

Only answer this question if the following conditions are met:

Answer was 'Other (please specify)' at question '19 [MM002]' (Which of the following are reasons that you do not participate in walking meetings? (Select all that apply))

Please write your answer here:

[]If you were to participate in a walking meeting, which technologies would you be most likely to bring? *

Please choose **all** that apply:

- ☐ Notebook + pen/pencil
- ☐ Laptop
- ☐ Tablet
- ☐ Smartphone
- ☐ Audio recording device
- ☐ Nothing
- ☐ Other (please specify below)

[]Please specify. *

Only answer this question if the following conditions are met:

Answer was at question '21 [MM003]' (If you were to participate in a walking meeting, which technologies would you be most likely to bring?)

Please write your answer here:

[]Complete the following statements about how you use your chosen technologies during walking meetings. *

Please write your answer(s) here:

During walking meetings I would use a
Notebook + pen/pencil for:

During walking meetings I would use a Laptop
for:

During walking meetings I would use a Tablet
for:

During walking meetings I would use a
Smartphone for:

During walking meetings I would use an Audio
recording device for:

During walking meetings I would use
{MM003a} for:

[]Which of the following individuals would you join on a walking meeting? (Select all that apply) *

Please choose **all** that apply:

- ☐ People who I supervise
- ☐ Coworkers
- ☐ My boss
- ☐ Coworkers I feel close with
- ☐ Other (please specify)

[]Please specify. *

Only answer this question if the following conditions are met:

Answer was 'Other (please specify)' at question '24 [MM004]' (Which of the following individuals would you join on a walking meeting? (Select all that apply))

Please write your answer here:

Additional Comments

If you have any comments regarding technology use during meetings, technology use during walking meetings, or walking meetings in general, please write it here.

[] Additional comments (*Optional*)

Please write your answer here:

[]

Important: Please write the following code in MTurk to confirm that you have completed the survey:

```
{if(strlen(SAVEDID) < 3, 0, "")}{if(strlen(SAVEDID) < 2, 0, "")}{SAVEDID}  
{if(strlen(SAVEDID) < 3, 0, "")}{if(strlen(SAVEDID) < 2, 0, "")}{SAVEDID}
```

Thank you for participating!

Submit your survey.

Thank you for completing this survey.