

# 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 [REDACTED]

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.