

# Initial Interview Protocol

## Intro

- Thank you again for your time!
- Brief introduction of the interviewer
- Inform that no identifying data will be collected or processed
- Brief introduction of the research project
  - Are we allowed to record the interview?
  - This will be anonymised
  - Ask to not mention any identifying data in the recording
- The interview will last approximately between 30 and 45 minutes
- Participant can stop the interview at any time, without providing any reasons and without consequence for the participant remuneration
- Any questions before we start?

## Demographics

- Could you please tell me your:
  - Age
  - Which gender do you identify with, if any?
- What is your profession?

## Work Routine/Walking Meetings

- Could you describe your typical work day in four or five key points?

If there is no typical workday:

- Could you describe a work day you had last week in four or five key points?

If the participant mentions meetings:

- You just mentioned meetings: How often do you have meetings (per day/per week)?
- Could you describe a typical meeting?

If there is no typical meeting:

- What kinds of meetings do you have?
  - If no answer, suggest brainstorming, planning, board meetings, etc.
- Could you tell me a bit more about the different kinds of meetings you have? Could you describe them in a bit more detail?
  - What does a usual **in person meeting** look like?
    - (if they haven't done these lately) - What has an in-person walking meeting looked like in the past?
    - How often do you have in person meetings?
    - How many people are usually attending the in person meeting?
    - What do you usually bring with you?
      - What technology, if any, do you bring with you?
        - How do you use the technologies you bring?
    - How do you take notes, if you do?
  - What does a usual **in person walking meeting** look like?

- (if they haven't done these lately) - What has an in-person walking meeting looked like in the past?
- How often do you have in person walking meetings?
- How many people are usually attending the in person meeting?
- What do you usually bring with you?
  - What technology, if any, do you bring with you?
    - How do you use the technologies you bring?
- How do you take notes, if you do?
- What does a usual **remote meeting** look like?
  - How often do you have remote meetings?
  - How many people are usually attending the remote meeting?
  - What technologies do you usually use to communicate during remote meetings?
  - How do you take notes, if you do?
- What does a usual **remote walking meeting** look like?
  - How often do you have remote walking meetings? (i.e. intentionally walking on the phone)
  - How many people are usually attending the remote meeting?
  - What technologies do you usually use to communicate during remote meetings?
  - How do you take notes, if you do?

## Motivation

- Why are you conducting walking meetings?
- Why are you conducting walking meetings instead of traditional alternatives?
- What benefits have you found from conducting meetings like this?
  - How do you find walking affects the quality of your conversations?
- What challenges do you face when conducting this kind of meeting?
- What prevents you from doing more walking meetings?
- How much of your day do you spend sitting?

## About the meetings

- How do you initiate this type of meeting?
- What kind of colleagues do you normally do walking meetings with?
  - Why these kinds of colleagues?
  - Are there any categories of colleagues you would not do a walking meeting with?
    - Why is that?
- Where do you go during your walking meetings?
  - Do you have a pre-planned route, or make one up as you go?
  - Do you find yourself traveling the same route often?
- How long do your walking meetings usually last?

## Wrap-up

- Do you have any other comments or anything you would like to add?
- Thank you again so much for your time

## Useful Follow-up Questions/Reactions

- Why is that?
- Can you tell me more about it?
- Can you think of an example?
- Echo: repeating the last part of a user's reply What do you mean by \_\_\_?
- Waiting/Silence