Qs for Dr. B: Do we need to transcribe all our observations / interviews?

Remember to record.

Plan ahead for Wednesday(2/10/2021):

Two observations

1. One with Amreeta + Evie (Done- February 3rd) → observers: Sweetha, Delyar, Qingxiao

Topic: Chatterjee, Amreeta's Personal Meeting Room

Start Time : Feb 3, 2021 09:58 AM

Meeting Recording:

https://oregonstate.zoom.us/rec/share/RTKnEiwBdg26nrF2nowfyG1iQ8wmCgNQXAqgimIMtC-\_Q0kCno90zwwoYO-cYcxX.xGIDQc12khgZOes8

Access Passcode: 1o\*xCU+x

1. One with Vaishnavi and group (To schedule) → observers: Amreeta

Two interviews:

1. Evie (To schedule) → interviewers:
2. Vaishnavi (To schedule) → interviewers: Amreeta
3. Amreeta (Thursday after 1PM, 2/4/2021) → interviewers: Satya

Interview script: [30 min]

**Start script:**

In this interview, we want to see how people collaborate remotely during COVID-19 and what challenges they are facing. The interview will be 30 min long and will be recorded to help with analysis. After analysis the recording will be destroyed.

We are going to start the audio recording now [start recording zoom / quick time]

**Questions:**

1. Tell us a bit about the last meeting you had with a collaborator from your team.

[Pause to let them think and explain when and what the meeting was about]

Deciding on case study material; typical collaborative meeting; Discord

Went on for 2 more hours.. Max: 2 hours; specific schedule every week.. Very collaborative in nature.

It’s hand-wavy. They are all free on the weekend.. Depends on the work

1. Did this meeting go as planned?
2. According to you, were the objectives of the meeting satisfied?

Don’t divide and conquer. Before the meeting.. Work on everything together.

1. What communication channels did you use the most? (Emails, messaging, video or audio.)

Discord - long time user.. Other groups are also there. Slack/Teams is a hassle.

1. Do you have a specific preference and why?

Discord; hop on whenever you can..

1. What tools (names) did you use during this meeting? What do you prefer and why?

Any time there is a project, start a google drive. Organization.

Google forms: EDU account.

Docs / forms / slides

Sharing the screen: Dont prefer just editing. A lot of miscommunication.. Spend a lot of time which person is on which page.. You’d rather stream. You write

Qualtrics is good.. Bulky. Has more options but depends on the questions on the forms. Has a very bad collaborative experience.

Forms help you have everything

1. (For the interviewee to exemplify) How much time did you spend on collaborative meetings last week? Can you walk us through one of those meetings: what did you discuss, how many people were involved, how many projects were discussed, what communication channel / tools were used?

Depends on which week.. 8-9 hours or something like 1 hour.

Last week: 4-5 hours.

Last before week:

Max 1 other person: Zoom. Discord to decide. To save time, pinned meeting ID to discord. That’s convenient. Deadline.

Group meeting:

New: 4 people together working on something together. We share google doc.

Friend: Facetime

Zoom-fatigue ; Choose something much better. Use light weight apps: Have a break. More like a friendly chat.

Last week: weird (meeting was cancelled)

Not as expected

People weren’t available

Sometimes they do use facetime. Shifted to discord.

More formal ways.

More visible. You can keep track of things. Imessage is weird. It’s work vs sms. Less costly.. Effort..

Top concerns with Discord: People are online are not responding. Always playing a game. Not collaborative.

1. Did everyone have their videos on? Did that bother you?

You dont switch on the camera.. Dont want to see someone’s face.. Not talking to someone face to face. Depends on the kind of meeting.

Agre: Sometimes awkward silence. If it’s a good team. Quality of the video.

This is different. Dont try to recreate. Online is better. One button away.

In person is not good. Cant say running away.

1. Did you feel that having video all the time is necessary?
2. How did you feel about individual contributions in these meetings?

Contribute more. Based on previous experience. It all depends on the team member. Guiding the conversation.

Depends on people who is the leader. Online doesn’t change. Execution time has lessened. Everyone has equal resources. Kind of inclusive.

Library room: Booking. One whiteboard.. One marker.. They are waiting.

1. What do you think about team members being able to express themselves and speak up about their opinions during the meetings?

This is more inclusive. Take their time to process things…

1. Did you and your team members join your last meeting on time? If not, why not? Does it happen often?
2. Lastly, do you think remotely collaborating affects the task efficiency of individual members?
3. Last question, do you have anything specific incident you encountered during remote collaboration which you would like to share with us?

Class taken last term: One member dropped out. Non-responsive. Only attended one meeting. 3 members. Unequal amount of workload. Lot of things to take care of. Dragging things along. \*Construction work\* Week 6/7- someone got tested positive. 4 vs 1 person. Collaboration with grad/ungrad.

**Closing:**

That brings us to the end of our interview. I will stop recording now. [STOP recording] Thanks for your time, we really appreciate it. Your insights are really helpful for our project.