Interview questions

**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]

1. Did this meeting go as planned?
2. According to you, were the objectives of the meeting satisfied?
3. What communication channels did you use the most? (Emails, messaging, video or audio.)
4. Do you have a specific preference and why?
5. What tools (names) did you use during this meeting? What do you prefer and why?
6. (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?
7. Did everyone have their videos on? Did that bother you?
8. Did you feel that having video all the time is necessary?
9. How did you feel about individual contributions in these meetings?
10. What do you think about team members being able to express themselves and speak up about their opinions during the meetings?
11. Did you and your team members join your last meeting on time? If not, why not? Does it happen often?
12. Lastly, do you think remotely collaborating affects the task efficiency of individual members?
13. Last question, do you have anything specific incident you encountered during remote collaboration which you would like to share with us?

**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.