

### A sample email feedback

#### From the study “Investigating Students’ Experiences with Collaboration Analytics for Remote Group Meetings”

Covered Topics	Sample Contents
Acknowledgement of group activities on the brainstorming platform.	Hello Group X, Based on your interaction board, it is great to see you included your note of the group discussion here. I appreciate that you came up with a clear goal in mind and propose promising approaches towards achieving your goal. Well done to you.
Description of the collaboration analytics (Speech time pie chart and turn-taking network) which highlighted significant interactions/trends and encouraging messages for more equal contributions	According to the speech time pie chart, Member 1 and Member 2 dominated most of the group speaking time. Member 3, Member 4 and Member 5 spoke less during the meeting. Hope we could hear more from them in future meetings. There was also a significant amount of time spent in silence. Maybe you were working on your notes? This also links to the turn-taking network as the strongest turn-taking link was between Member 1 and Member 2 whereas the number of turn-taking between other group members was significantly low.
Emphasis on the formative assessment	As usual, the analytics data presented here is for your individual and group reflections, not for summative assessment purposes. Please feel free to let us know if you have any questions or concerns.  Best regards, XX