

Interface Design for a Meeting Scheduling Tool


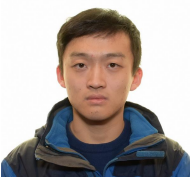

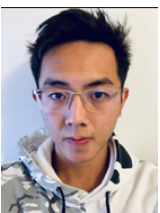
“Fast Scheduler”

Assignment 4b – Pass 2

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Date: Nov 15th, 2021

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Changelog

Version	Date
1.0	11/15/2021

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Section A

A.1 Redesign Rationale

A.1.1 Overview

Receiving feedback on our Pass 1, we reviewed our design seriously. As we consider students as our main target users, we decided to add more functionalities to satisfy their needs. We did some brainstorming in students' meetings, and came up with some ideas for improving our interface.

A.1.2 Modified Features for Pass 2

Since most university students are taking multiple courses at the same time, we need to add a function to let students distinguish meetings of different courses. First, we add functionality in “meetings editor” to select a course for the meeting. (It can read courses that a student is taking from Canvas.) Also, we add a “curriculum view” in our interface. On this page, the information (time, location and participants) of meetings of a specific course are displayed. Users can slide to switch courses to see meetings of other courses. After dividing meetings into different categories, we make it more clear to see courses.

On the “curriculum view” page, we decide to include the deadlines of assignments. Although deadlines are already displayed on canvas, it is more convenient to check them when using our interface. Students taking many courses probably have many deadlines, and they may forget one of them. We believe that if we display the deadlines more, the users will be less likely to forget them.

On the “curriculum view” page, we add a functionality to record participants' attendances. In many courses requiring teamwork, students are required to mark teammates' devotion, and the attendance recorded can be used as a reference. Students' participation marks (if available) can also be determined by the attendance. We would like to make attendance more clear and easy to achieve.

A.2 Additional Analysis and Evaluation

As we made changes to our interface design, we need to update our informal user evaluation by adding questions on the new functionalities in pass 2 to it. Here is the new questionnaire:

Questionnaire	<ul style="list-style-type: none">○ Overall how do you rate the interface Fast Scheduler? Bad 0 1 2 3 4 5 Good ○ How often do you use a meeting scheduler interface?<ul style="list-style-type: none">a. Every dayb. Several times a weekc. Several times a monthd. Hardly ever ○ To what extent are you satisfied with the design of “Time Selector”? Unsatisfied 0 1 2 3 4 5 Satisfied ○ To what extent do you agree that the “Recurrence” functionality is necessary? No 0 1 2 3 4 5 Yes ○ To what extent do you agree that the “Curriculum View” functionality is necessary? No 0 1 2 3 4 5 Yes ○ To what extent do you agree that the “Deadline Reminder” functionality is necessary? No 0 1 2 3 4 5 Yes ○ To what extent do you agree that the interface should display where participants live? No 0 1 2 3 4 5 Yes ○ To what extent do you agree that the interface should count participants’ attendances? No 0 1 2 3 4 5 Yes ○ Any Suggestions? <hr/>
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A.3 Prototype Illustrations

A.3.1 Homepage

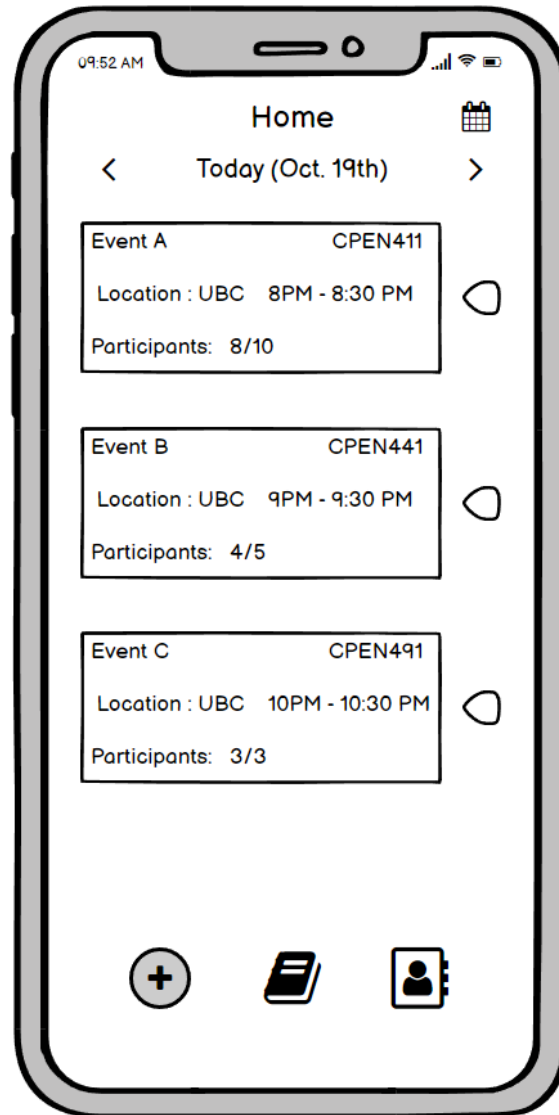


Figure 1. Homepage View

The Homepage contains several icons: Calendar icon (jump to calendar view), “plus” icon (jump to Meeting Editor), Book icon (Jump to Curriculum View), Account icon (Jump to personal Setting).

A.3.2 Personal Setting

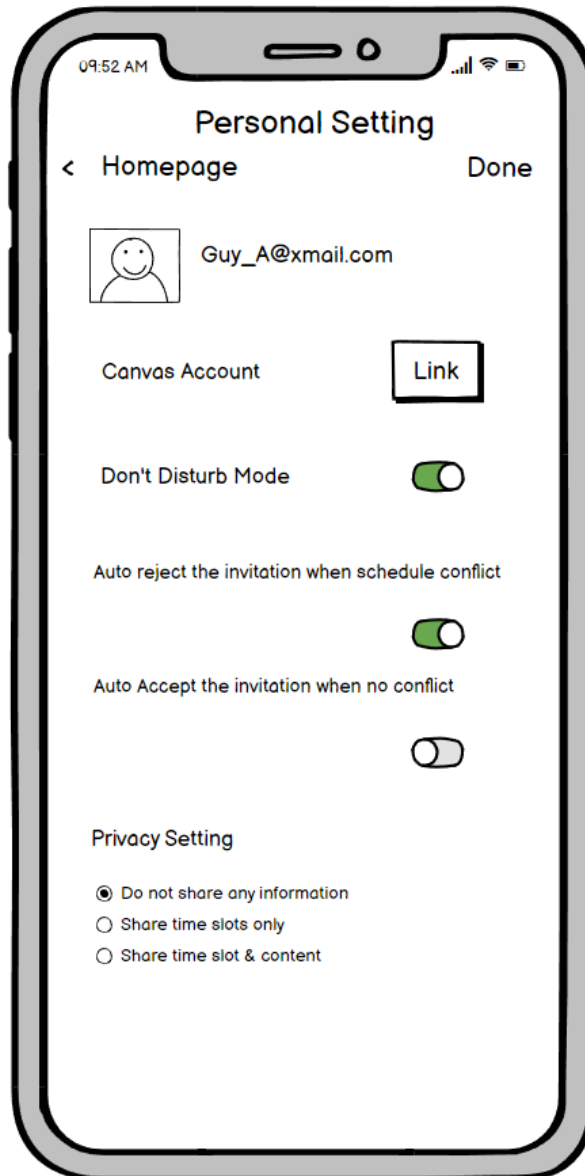


Figure 2. Personal Setting View

This page allows the users to change personal settings, after pressing “Done” the App will jump to Homepage.

A.3.3 Calendar View

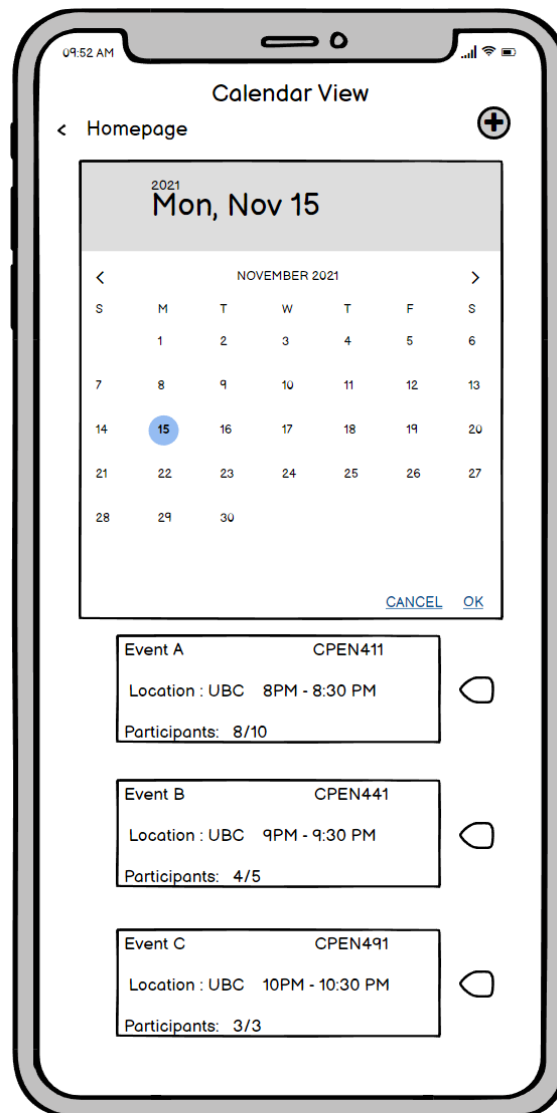


Figure 3. Calendar View

On the Calendar View page, pressing any event will jump to corresponding Event View, press “Plus” button will jump to Meeting Editor.

A.3.4 Curriculum View

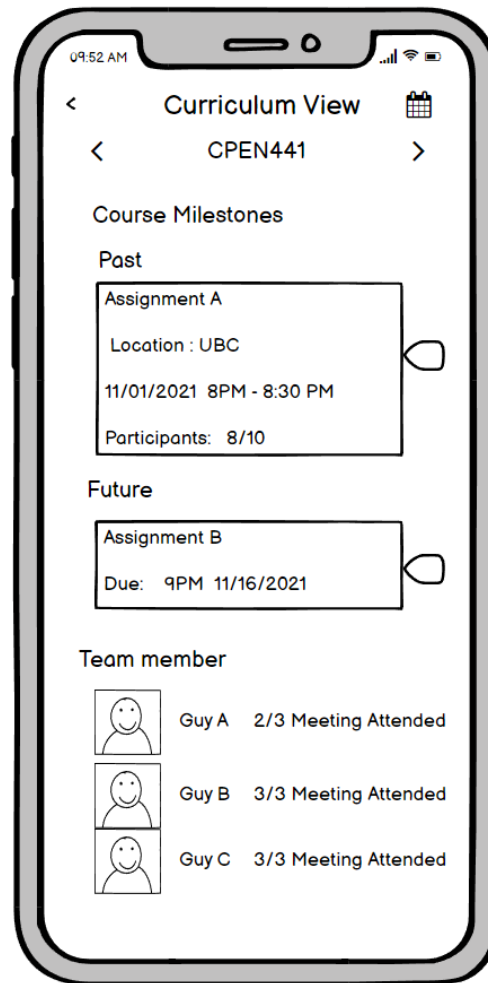


Figure 4. Curriculum View

On this page, the users are allowed to slide left/right to switch the course, and past and future assignment information are displayed on the screen. Attendances of each team member are displayed at the bottom.

A.3.5 Event View (Host)

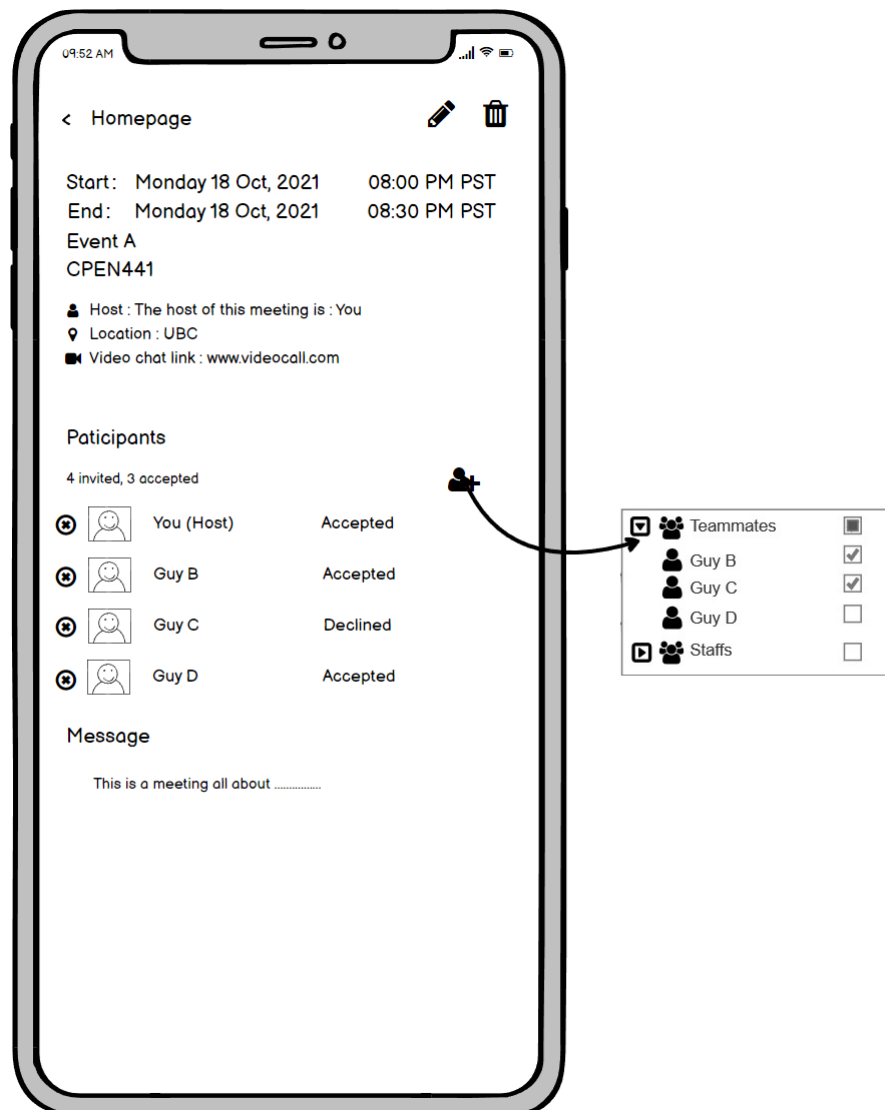


Figure 5. Event View (Host)

The Event View contains a Pencil icon (Jump to Meeting Editor), “Trash Bin” icon (Delete this event). Tap the Invite Button will invoke a Toast window.

A.3.6 Event View (Guest)

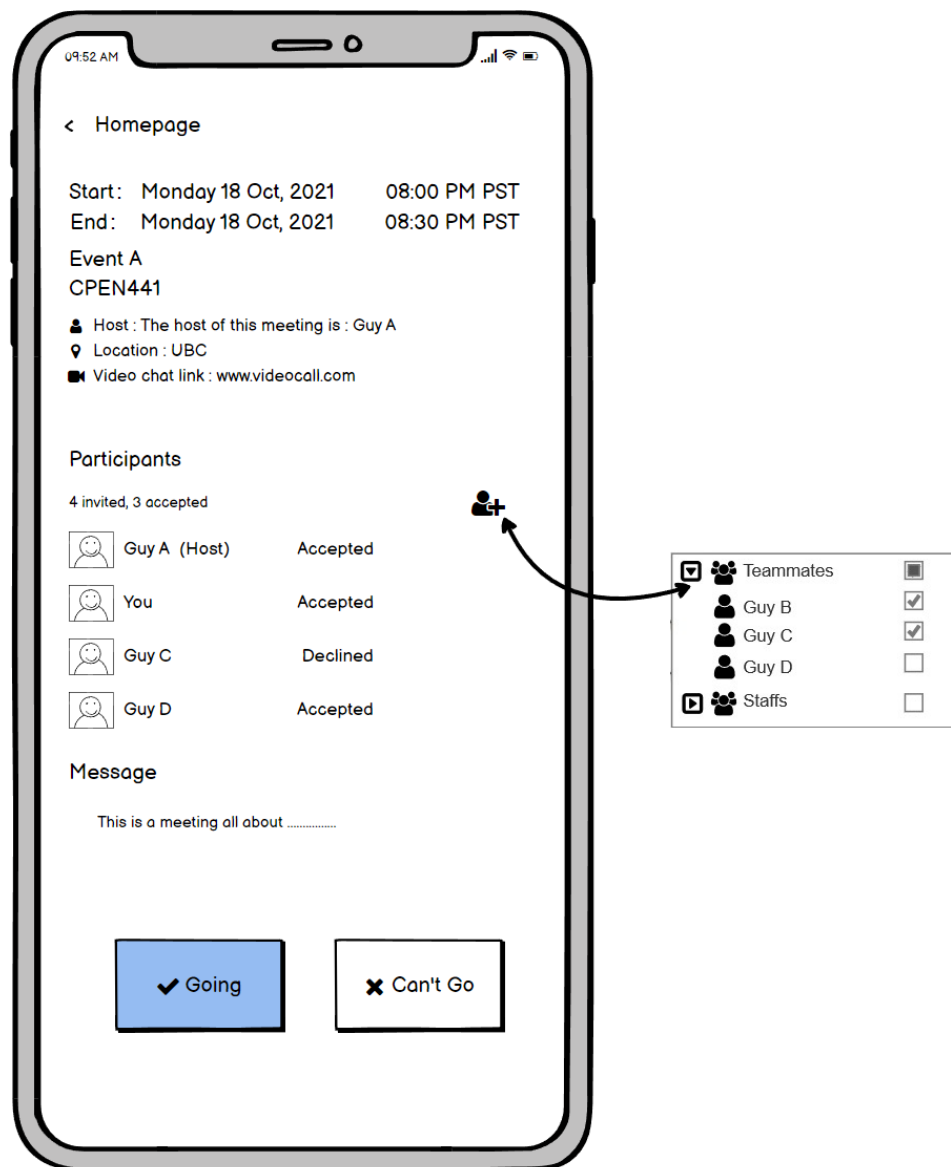


Figure 6. Event View (Guest)

Unlike the host, the guest (participants) cannot modify or delete the meeting, but the guest can change their attendance condition by tapping the corresponding button.

A.3.7 Meeting Editor

<

Meeting Editor

Done

Title

Location

(Optional)

Course

▼

Course Overview

Pass 2 a

Due on

Nov.15th

Time

Start

Monday 15 Nov, 2021

08:00 PM PST

End

Monday 15 Nov, 2021

08:30 PM PST

Recurrence

Weekly

▼

Invitees

Required

Guy_B@xmail.com

Guy_C@xmail.com

Optional

Video link

(Optional)

Message

This meeting is about

<

Meeting Editor

Done

Title

Location

(Optional)

Course

▼

Course Overview

Pass 2 a

Due on

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Time

Start

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End

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Recurrence

Weekly

▼

Invitees

Required

Guy_B@xmail.com

Guy_C@xmail.com

Optional

Video link

(Optional)

Message

This meeting is about

Figure 7. Changing Meeting subject of Meeting Editor

On the Meeting Editor, the users are allowed to change the course of the meeting. And the assignment's milestone detail will be displayed below.

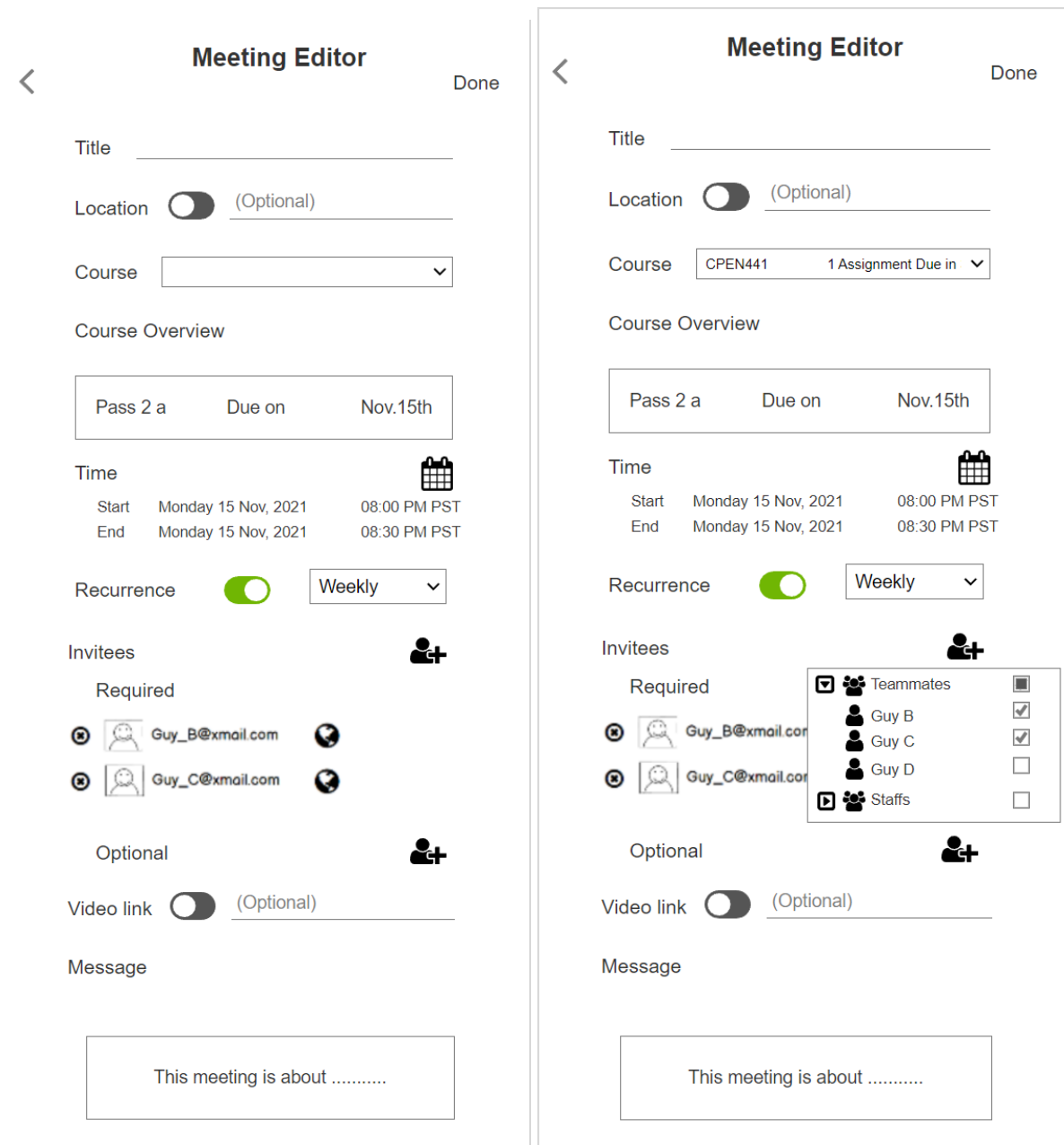


Figure 8. Editing Participants of Meeting Editor

Tapping the invite button will invoke a toast window.

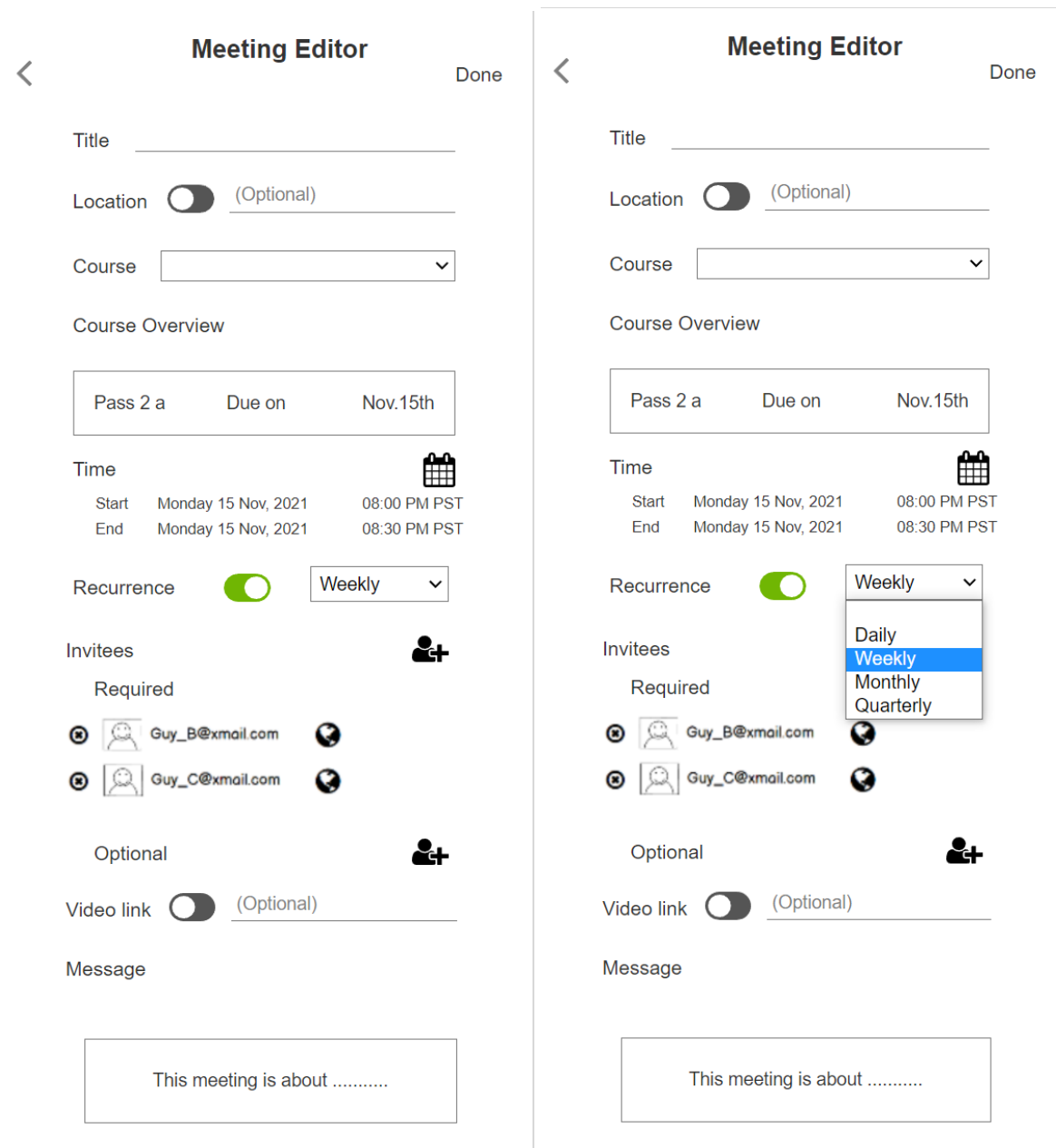


Figure 9. Changing Recurrence Setting of Meeting Editor

A.3.7 Time Selector

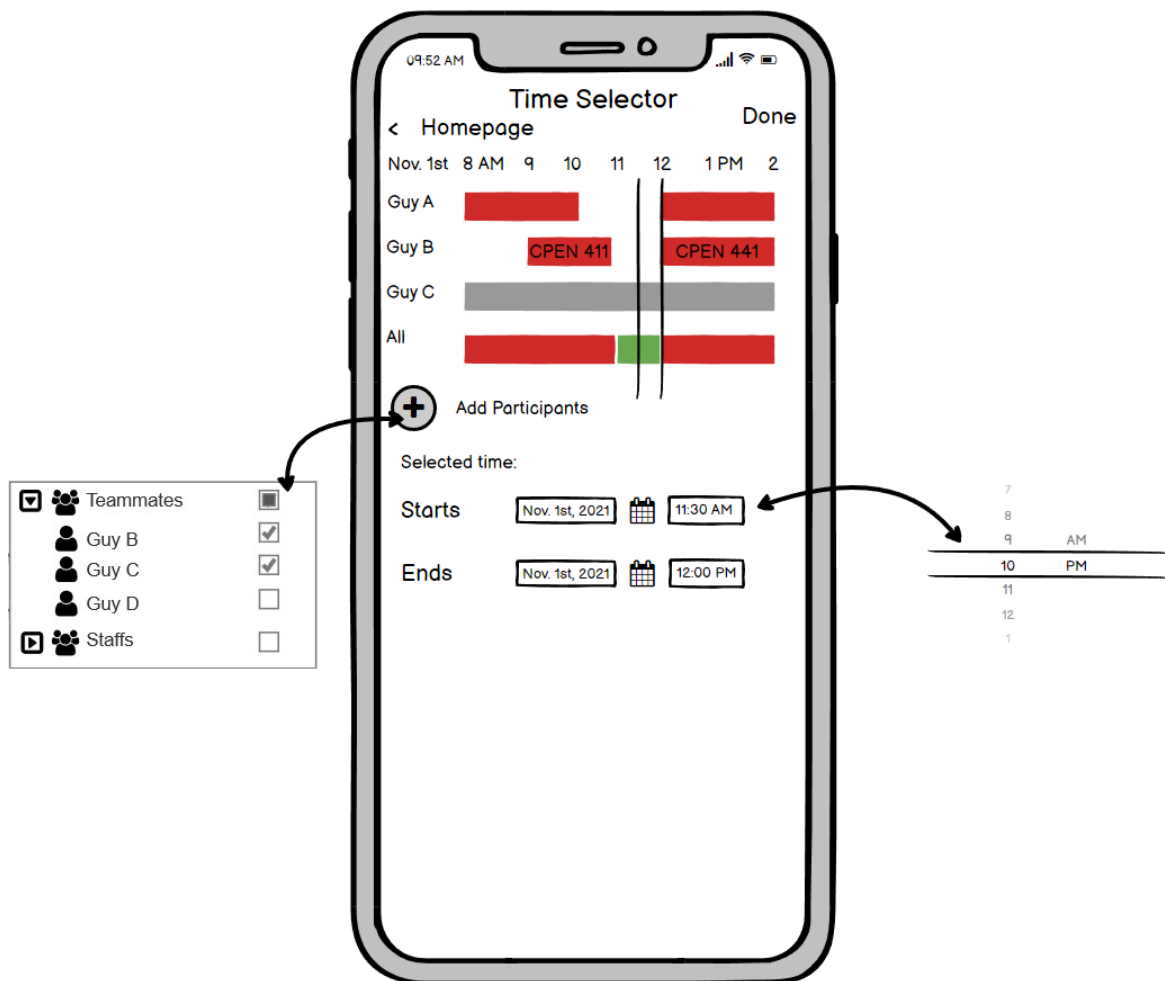


Figure 10. Time Selector View

On the Time Selector Page, the user can change the meeting time by dragging the lines in the calendar, or by a “Scroll Selector”. And tapping the “Plus button” will also invoke a toast menu.

Section B

B.1 Representative Users

This section mainly describes the choice of user representatives. As mentioned in the previous part, the target users of the interactive interface we designed are university students. We can choose current UBC students as our user representatives because UBC is a comprehensive research university, the courses registered by UBC students cover most of the majors. In addition, most professional courses have group work. As far as we know, the main platform for computer engineering students to organize meetings in groups is using current general meeting schedulers like *Google Calendar* or *When2meet*.

Subject	Department	Experience with Similar Systems
1	Electrical and Computer engineering	High
2	Psychology	High
3	Medicine	High
4	History	High
5	Earth, Ocean and Atmospheric Sciences	High
6	Earth, Ocean, and Atmospheric Sciences	Low

The above table describes the list of user representatives. They will be invited to experience our products and participate in this experiment.

In order to evaluate whether our design can satisfy the target users, The user representatives above will use our designed interface and other similar software to carry out control experiments. These experimental data will be further analyzed. The final design will be improved through this result.

B.2 Evaluations Plan

B.2.1 Hypotheses

H1: Fast Scheduler is more efficient than When2meet for a group of 4 people.

H0-1: Fast Scheduler is not more efficient than When2meet for a group of 4 people.

H2: Fast Scheduler is more efficient than Google Calendar for a group of 4 people.

H0-2: Fast Scheduler is not more efficient than Google Calendar for a group of 4 people.

H3: Fast Scheduler is more efficient than When2meet for a group of 6 people.

H0-3: Fast Scheduler is not more efficient than When2meet for a group of 6 people.

H4: Fast Scheduler is more efficient than Google Calendar for a group of 6 people.
H0-4: Fast Scheduler is not more efficient than Google Calendar for a group of 6 people.

B.2.2 Variables

Independent Variables:

The number of members in a group

The meeting scheduler people use

Dependent Variables:

Total scheduling time

Nuisance Variables:

Use equal complexities of different timetables.

B.2.3 Evaluation Tasks

Using *When2meet* when communicating through IM software

1. One of the users plans a new event.
2. Select the available time period and time zone.
3. Log in to this website.
4. The host shares the link in IM software.
5. Other participants choose the available time in the time period.
6. All the team members decide the meeting time, location through IM software.

Using *Google Calendar* to organize a meeting

1. One of the users chooses one day as meeting time.
2. The host invites the participants through sending email.
3. The host changes the parameters(title, time zone, location.....) of the meeting.

Using *Fast Scheduler* to organize a meeting

1. Bind the user's canvas account (automatically obtain timetable and related information)
2. The meeting initiator chooses a public free time to organize a meeting.
3. The participant responds to the invitation of the initiator of the meeting.
4. Users receive the deadline reminder
5. Users check the meeting schedule through its label

B.2.4 Evaluation Procedure

The participants will first take part in a pre-evaluation. They need to sign the following consent form (present in Appendix).

Firstly, the participant receive a invitation sent by our team, and sign the consent form. Then, the participant is randomly given 10 pre-set timeable with same complexity for each test and these timetables will also be set up on his/her UBC student service center. After that, the participant is given a Google Calender account, and also a Fast Scheduler account which is linked with their Canvas account. And then the participant takes part in 10 tests (Test 1-10 or Test 11-20). Test 1 use a group with 4 members, and Test 2 use a group with 6 members.

Steps in each test:

1. The group uses *When2meet* to upload their table (members operate one by one) and then discuss in discord chat to schedule a meeting.
2. Each member login the *Google Calendar* account and then imports the timetable (members operate one by one). One member in the group uses *Google Calendar* to host an equivalent meeting and invite other members.
3. Each member login the *Fast Scheduler* account linked with their CWL account (members operate one by one). One member in the group uses *Fast Scheduler* to host an equivalent meeting and invite other members.
4. Above three processes are strictly timed and record for future analysis.

	The number of members in the group
Test 1-10	4
Test 11-20	6

All data will be collected and recorded for analysis and testing the hypotheses mentioned in B.1.1. The following data analysis will discuss the methods for them in detail.

B.2.5 Data Analysis

Using the data we collected from the evaluation includes the time of scheduling a meeting and the score from the questionnaire in each test. We use Two sample T test to evaluate the data and following results table are used to represent our evaluation result:

Group(4-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler			
Using When2Meet & IM software			
t			

Group(4-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler			
Using Google Calendar			
t			

Group(6-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler			
Using When2Meet & IM software			
t			

Group(6-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler			
Using Google Calendar			
t			

Section C

C.1 Subjects

Subject 1 - Our first subject is a UBC student majoring in Computer Engineering. He is taking five courses this term. All the courses have requirements that require team collaboration. His teams are using Facebook Message to discuss and address their meeting time.

Subject 2 - Our second subject is a UBC student majoring in Electrical Engineering. He has several projects which require meeting regularly. His teams are using When2meet as their scheduler every time.

Subject 3 - Our third subject is a UBC student having two team projects this term. And the projects he is involved in are marked by peer evaluation. He and his teammates are recording the attendance of the meeting on Google docs.

Subject 4 - Our fourth subject is a UBC student majoring in Kinesiology. He is taking four courses this term and one of them requires team collaboration. His team is using Google Calendar to schedule their meetings.

Subject 5 - Our fifth subject is a UBC student majoring in Commerce. He is taking four courses this term, and three of them require team presentation. His team is using Outlook to share their schedules and schedule their meetings for practicing presentations.

Subject 6 - Our sixth subject is a UBC student majoring in Computer Science. He is taking four courses this term and two of them require coding teamwork. His team is using Discord to talk about their progress and schedule their meetings since Discord is popular with computer students.

C.2 Evaluation Results

C.2.1 - Application Test Results and Analysis

Our application test, as described above, provided us with data showing the total time cost with the three softwares in 2 different scenarios. Using these data, we calculated the average time cost and standard deviation. The calculation result of the data has been shown below.

T(Total time cost)=Total time cost of everyone in one group				
Subject	Group size	T by using fast scheduler	T by using When2Meet & IM software	T by using google calendar
test 1	4	43	137	73
test 2	4	48	134	64
test 3	4	49	151	67
test 4	4	51	126	68
test 5	4	39	137	49
test 6	4	54	126	51
test 7	4	38	152	62
test 8	4	47	154	57
test 9	4	51	115	67
test 10	4	42	154	69
Average T		46.2	138.6	62.7
Standard deviation		5.43241301	13.77759857	7.958922317
Subject	Group size	T by using fast scheduler	T by using When2Meet & IM software	T by using google calendar
test 11	6	43	192	57
test 12	6	48	193	54
test 13	6	49	196	47
test 14	6	51	201	51
test 15	6	39	203	59
test 16	6	54	202	68
test 17	6	38	197	60
test 18	6	47	187	64
test 19	6	51	186	58
test 20	6	42	196	62
Average T		46.2	195.3	58
Standard deviation		5.43241301	5.888784066	6.18241233

Group(4-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler	10	46.20	5.43
Using When2Meet & IM software	10	138.60	13.78

t			$t=19.73>2.101$
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The table above shows the average time cost and standard deviation of two groups. The value of the t statistic in this test is 19.73, which is greater than the critical value of t (2.101). Thus, it is clear to see that the total time cost of scheduling by using Fast Scheduler is less than using When2Meet & IM software. Thus, hypothesis 1 can be proved through comparing the average time cost of two different methods. Fast Scheduler is more efficient than When2meet for a group of 4 people due to it cost less time.

Group(4-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler	10	46.20	5.43
Using Google Calendar	10	62.70	7.96
t			$t=5.42>2.101$

The table above shows the average time cost and standard deviation of two groups. The first group used Fast Scheduler to schedule a meeting, the second group used Google calendar instead. The value of the t statistic in this test is 5.42, which is greater than the critical value of t (2.101). Thus, it is obvious to see that the total time cost of scheduling by using Fast Scheduler is less than using Google Calendar. Thus, hypothesis 2 can be proved true through comparing the average time cost of two different methods. Fast Scheduler is more efficient than Google calendar for a group of 4 people due to it cost less time.

Group(6-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler	10	46.20	5.43
Using When2Meet & IM software	10	195.30	5.89
t			$t=58.86>2.101$

Different with two tests above, the group size was changed from 4 people to 6 people. The table above shows the average time cost and standard deviation of two 6-people groups. The first group used Fast Scheduler to schedule a meeting, the second group used When2Meet instead. The value of the t statistic in this test is 58.86, which is greater than the critical value of t (2.101). Therefore, hypothesis 3 can be proved true by the fact that the average total time cost of using Fast Scheduler is less than using When2Meet.

Group(6-people)	sample size(n)	Average T(seconds)	Standard deviation
Using Fast Scheduler	10	46.20	5.43
Using Google Calendar	10	58.30	6.36

t			t=4.58>2.101
---	--	--	--------------

Similarly, two groups used Fast Scheduler and Google Calendar separately. The group size also changed from 4 people to six people. The value of the t statistic in this test is 4.58, which is greater than the critical value of t (2.101). Thus, hypothesis 4 can also be proved true by the fact that the average total time cost of using Fast Scheduler is less than using Google Calendar. In addition, it is clear to see that the group size will not influence the efficiency of our interface.

C.2.2 - Questionnaire Results and Analysis

Questions	Application Average Score	<i>Fast Scheduler</i>	<i>When2meet with IM software</i>	<i>Google Calendar</i>
I can easily schedule a meeting with it		3.4	3.4	3.4
It helps a lot to manage my existing meetings.		4.2	2.0	3.4
I want to use it to replace the product I am using now.		4.0	2.2	3.2
I will recommend it to new university students		4.2	3.0	3.4

Based on the result of the questionnaires shown above, users show satisfaction with the current *Fast Scheduler* design in most cases, such as getting help with meeting management, willing to use and willing to recommend. However, they still have problems with ease of use. When considering this, users give equivalent levels of evaluation compared to the other two methods. Therefore, ease of use will be considered as the first issue to improve if the software needs a version update in the future.

C.2.3 - Evaluation Problems/Errors

Throughout our evaluation, we realized that there were some problems in our experiments.

Firstly, experiments do not include the step that participants receive the meeting invitations and send responses. For example, when using When2meet and IM software, users need to get invitations and send responses just via IM software. It highly increases the time cost and complexity for this step, since the host needs to collect everyone's responses. Without the comparison of this process, our design might show less advance when compared with using When2meet and IM software.

Secondly, participants were not equally familiar with all software used in these three methods. *Fast Scheduler* is obviously new to every participant, so it leads to a time cost for learning which might not happen for the other two methods. In this case, the ease of use and efficiency of *Fast Scheduler* might be underestimated.

C.3 Final Design Rationale and Discussion of the State of Design

We planned to design a User interface for university students to fulfill their demand to schedule a meeting for projects.

We find that most of the current tools for scheduling have an asynchronized process which dramatically limits the efficiency. Here asynchronized means that the tools or the scheduling process have to wait for the response of everyone to finally decide the meeting time. Consider a scenario when students schedule a meeting by using an instant message tool and when2meeting, the team has to wait for everyone to report their available time to finally decide the meeting time.

We intend to solve this dilemma. Our solution is based on the concept of eliminating unnecessary action. Instead of reporting the timetable manually, we think letting the system fetch the timetable of the participants is a more time-saving way. By using this method, the system does not require the participants to upload their timetable, the decision can be made by the host directly without waiting for others.

Overall, our system fulfills the needs of the students very well. As is mentioned in the evaluation result, our system reduces the operating time dramatically compared to the two old ways. As the subjects reported, some needs like scheduling recurring meeting, privacy protection are properly resolved.

Our system still has some places to improve. First, the system requires the participants to publicize their timetable, the system would not work without the timetable information. For those people who really care about data privacy the system does not make sense for them. To improve this issue, we think it is probably better to let the system make the decisions. In this case, the host is not accessible to the participants' timetable

Another issue would be too few learning platforms are supported for our system. For now only Canvas is supported for our system, for those organizations which are not using Canvas, their students do not even have a chance to use our system. So further research is needed to discover the mainstream learning platform on the market, and then support them for our system.

C.4 Reflection on your design process

C.4.1 User Involvement

At first, we were designing a meeting scheduler with a wide group of users, including students, employees, and even doctors who need to hold an emergency meeting. We concluded the pros and cons of some meeting schedulers (Outlook, Google Calendar, When2meet, etc.), and came up with some functionalities based on them.

Receiving our instructor's feedback, we realized that we needed to make our user group narrower and find out their needs more deeply, then we would be able to design functionalities which meet their special needs. We chose university students as our target user group. One reason is that we are also university students, thus we are easy to discover users' needs, and the main reason is that there is not an ideal meeting scheduler especially for universities existing.

We found that university students schedule their meetings in different ways. Some of them are using instant messaging (IM) tools such as Facebook Messenger and WhatsApp, and others are using meeting scheduler tools such as Outlook and When2meet. Unfortunately, none of them consider university students' special needs. We also discovered that all students in our university use an online study platform named Canvas, and we decided to associate our meeting scheduler with Canvas.

C.4.2 Our Prototype

For our high-fidelity prototype, we created an app linked to canvas.com and Canvas app, which means there exists a link for our app on canvas.

Our design has three unique features: "curriculum view", "deadline reminder" and "attendance". Considering that students may have meetings in different courses, we sort meetings according to related courses. Students can find meetings by choosing a course. And we also display the deadlines of a course when students are selecting the course. Also, we decided to record students' attendance.

Our interface is clear, simple with a low cost of study. Students will be able to learn how to use it easily and will not feel confused about it.

C.4.3 Our evaluation

First, we set up our hypotheses and variables. We asked participants to compare our scheduler, When2meet with IM software and Google Calendar. They were divided into two sorts of groups (group of 4 and group of 6) and were asked to count the time of scheduling a meeting and give scores (0-5) of user experience in different aspects. Then we analyzed the result and came to the conclusion.

C.4.4 Most and Least Valuable Design Activities

The most valuable design activity is drawing prototypes. We used Balsamic to draw our low-fidelity prototype. We only need to drag icons to where we want and modify their sizes because a low-fidelity prototype does not require high accuracy. However, drawing a high-fidelity prototype is much harder, since we need to make our prototype more accurate and practical. We chose Axure as our prototyping tool and learned some advanced prototyping skills such as linking different pages and setting up variables. Overall we believe that prototyping is a very useful skill, especially for those who want to be product managers in the future.

The least valuable design activity is resource management since our calculation of cost is very rough. The time we spent is a rough number without measuring with a stopwatch, and the salary is achieved online, which may not be correct. We do not think that the cost is reliable enough.

C.4.5 Future Design Projects

In future design projects, we will try to improve our evaluation process to make it as reasonable as possible. We want to design questions that are more effective and improve our data processing skills.

Section D

D.1 Resource Management

The average salary of a UI designer in Canada is 73,210 CAD, so $73210/2080 = 35.2\text{CAD/hour}$.

Name	Task	Time Spent	Cost
Zishu	- Hi-fi Prototype - Design the Evaluation	15 hours	528 CAD
Lezhi	- Subject description - Design Rational and Discussion of state	14.5 hours	510.4 CAD

Te	<ul style="list-style-type: none"> - Design the Evaluation Design - Conduct the Evaluation 	16 hours	563.2 CAD
Sheng	<ul style="list-style-type: none"> - Data Collect - Data Analysis - Presentation Prepare 	15 hours	528 CAD

Appendix



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Computer Science
2332 Main Mall
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December 2, 2021

Sample Consent Form (videotaping included)

Human-Computer Interaction Course Projects (CPEN 441/541)

Principal Investigator

Dr. Sidney Fels, Professor, Department of Electrical and Computer Engineering,
University of British Columbia (604) 822-5338

Student Investigators

Lezhi Wang
Sheng Wang
Te Lai
Zishu Xia

Project Purpose and Procedures

This course project is designed to investigate how people interact with certain types of interactive technology. Interactive technology includes applications that run on a standard desktop or laptop computer, such as a word processor, web browser, and email, as well as applications on handheld technology, such as the datebook on the Pocket PC, and also applications on more novel platforms such as a SmartBoard (electronic whiteboard) or a Diamond Touch tabletop display.

The purpose of this course project is to gather information that can help improve the design of interactive technology. You will be asked to use one or more forms of interactive technology to perform a number of tasks. We will observe you performing those tasks and analyze how the technology is used. You may be asked to complete a number of questionnaires and we may ask to interview you to find out your impressions of the technology. You will be asked to participate in at most 3 sessions, each lasting no more than 1 hour. The sessions may also be videotaped. Videotapes will be used for analysis and may also be used for class project presentations and other research presentations in the Department of Computer Science at the University of British Columbia. You have the option not to be videotaped.

Although only a course project in its current form, this project may, at a later date, be extended by one or more of the student investigators to form the basis of his/her thesis research.

Confidentiality

The identities of all people who participate will remain anonymous and will be kept confidential. The one exception is that excerpts from the videotape may be presented as described above, and your identity may be revealed through those video excerpts. Identifiable data and videotapes will be stored securely in a locked metal filing cabinet or in a password protected computer account. All data from individual participants will be coded so that their anonymity will be protected in any reports, research papers, thesis documents, and presentations that result from this work.

Remuneration/Compensation

We are very grateful for your participation. However, you will not receive compensation of any kind for participating in this project.

Contact Information About the Project

If you have any questions or require further information about the project you may contact <instructor's name and phone number>.

Contact for information about the rights of research subjects

If you have any concerns about your treatment or rights as a research subject, you may contact the Research Subject Information Line in the UBC Office of Research Services at 604-822-8598.

Consent

We intend for your participation in this project to be pleasant and stress-free. Your participation is entirely voluntary and you may refuse to participate or withdraw from the study at any time.

Your signature below indicates that you have received a copy of this consent form for your own records.

Your signature indicates that you consent to participate in this project. You do not waive any legal rights by signing this consent form.

I, _____, agree to participate in the project as outlined above. My participation in this project is voluntary and I understand that I may withdraw at any time.

Participant's Signature

Date

Student Investigator's Signature

Date