Supervisor meeting minutes

Date: 26/01/2023 13:00

Meeting participants: Mireilla Bikanga Ada, Zsolt Takacs

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| Time | Subject |
| 13:05-13:10 | Status update on pilot evaluation |
| 13:10-13:20 | Discuss survey for user evaluation |

Overview of topics covered:

* Status update on pilot evaluation:
  + No response so far, waiting until next week.
* Discuss survey for user evaluation:
  + Agreed on structure of survey:
    - Title
    - Introduction and Description
    - Demographic Questions
    - User Tasks
    - System Specific questions
    - System Usability Survey
    - Comments and Suggestions
    - Thank you.

Zsolt ToDo for next meeting:

* Finalise user evaluation survey:
  + Add description and introduction and thank you paragraphs,
  + Come up with user tasks,
  + Come up with system specific questions that the SUS doesn’t cover.
* Write-up task – Start outlining the structure 🡪 Headings and sections.
* Write-up task – Check if every supporting material is available for the suggested sections.
* Create and send agenda before 02/02/2022.