CS4760 Pre-Interview Notes 2

- Scientist/Client Names
  - Elizabeth Veinott
- Meeting Date and Time
  - Tuesday, January 26, 2021 4:00PM EST
- Meeting location or media
  - Zoom: https://michigantech.zoom.us/j/83936715434
- List of team members and interview roles
  - Colin Arkens: Host/Asking Questions
  - Richard Weycker: Host/Asking Questions
  - Jonah Theder: Note Taker
  - Dominic Misuraca: Note Taker
  - Scott Dohrman: Note Taker
- List of questions in expected order to be asked
  - Are you expecting users to be in communication outside of the app (in a zoom call, in person, etc.)
    - Potential stretch goal: in-app communication
  - Thoughts - we were thinking of doing multiple different pages, or a single dynamic page as the team is progressing through the premortem process
  - Do you have any preference for output? CSV, PDF, etc.?
    - Offering multiple outputs?
  - Does this general process sound fine:
    - Users load the webpage (in any order). They have several options available: create new premortem, join existing premortem.
    - One user (the facilitator) clicks on "create new premortem". This takes them to a page where they can create the name of the room

and obtain a room code to share with other users. They can then wait and see what users that have joined the room, and can press a button to begin the premortem process with the users that have joined.

- Other users can click "join existing premortem", where they will be prompted to enter a code. A proper code will redirect them to the appropriate room, where they will wait for the facilitator to start the premortem process.
- Once the facilitator begins the process, a prompt detailing the first step of the premortem process will be displayed to all users (end of project...what went wrong?). Once users have decided amongst themselves that they are ready, the facilitator can click "begin". This starts a 2:00 timer (that all users can see) where all users (including the facilitator) can begin entering information.
- Once the timer is up, they will be brought to another page to review what everyone has entered. Users can submit their top answers as they see fit. Only the user that created the answer can see it until they submit it, in which case everyone will be able to see their answer. The facilitator can also mark an answer indicating how many users had a similar answer. Once done, the facilitator can move the process to the next step.
- This process repeats until all steps are completed and the premortem is done. At the end, all users can download a PDF copy of the results of the premortem. Once all users have left, the room is deleted (probably?).
  - Next meeting: Feb. 9th next meeting (probably, after paper prototypes). Figure out a good time to go though that