



## Meeting Trainer

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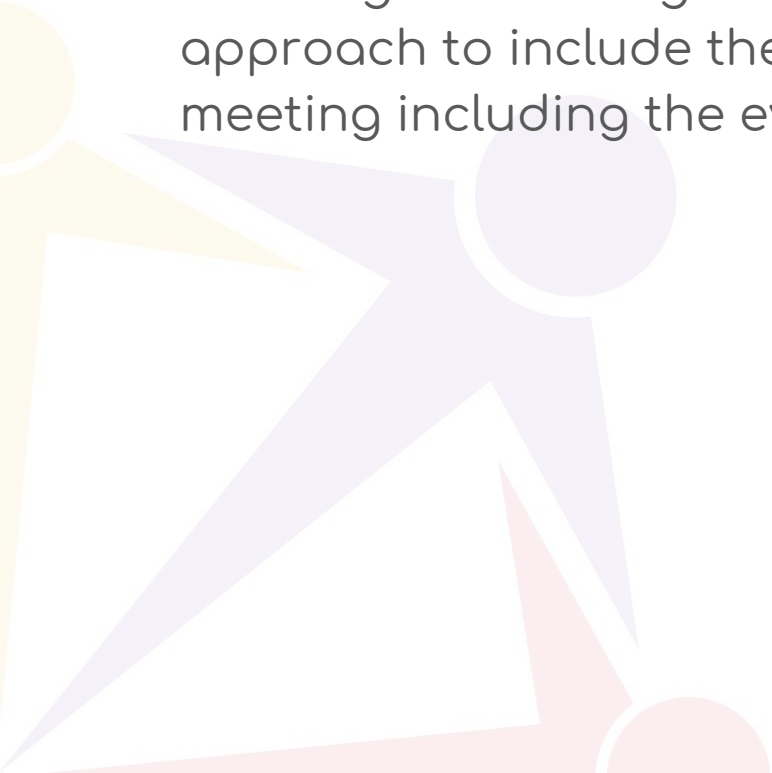
# Introduction

- A meeting is when two or more people come together to discuss one or more topics, often in a formal or business setting, analyze it from various standpoints and reach at a particular conclusion.
- Managers spend up to 75% of their work time on meetings (Van Vree, 1999). According to Mosvick and Nelson (1987) nearly 50% of that time is not used effectively, which costs companies in the U.S. roundly \$37 billion per year (Sheridan, 1989).\*

\* cited after Cohen, M. A., Rogelberg, S. G., Allen, J. A., & Luong, A. (2011). Meeting design characteristics and attendee perceptions of staff/team meeting quality. *Group Dynamics: Theory, Research, and Practice*, 15, 90-104.

# Idea

- To design a Meeting Trainer Application that takes a pipeline approach to include the elements that affect the quality of a meeting including the evaluation



# Factors that influence meeting quality

- Providing a written agenda before the meeting ( $\beta = .28, \rho < .01$ ) \*
- Agenda completion ( $\beta = .31, \rho < .01$ ) \*
- Starting on time ( $\beta = .27, \rho < .01$ ) \*\*
- Ending on time ( $\beta = .31, \rho < .01$ ) \*\*
- Having appropriate meeting facilities ( $\beta = .33, \rho < .01$ ) \*\*

\* Study 2 by Leach, D. J., Rogelberg, S. G., Warr, P. B., & Burnfield, J. L. (2009). Perceived meeting effectiveness: The role of design characteristics. *Journal of Business and Psychology*, 24, 65–76

\*\* Study 1 by Leach et al. (2009)

# Application Highlights



## Purpose

Increase Meeting Quality



## Meeting Types

Formal



## Meeting Location

Onsite



## Target Devices

iOS -iPhone X Models

# Application Use Cases



## Facilitator

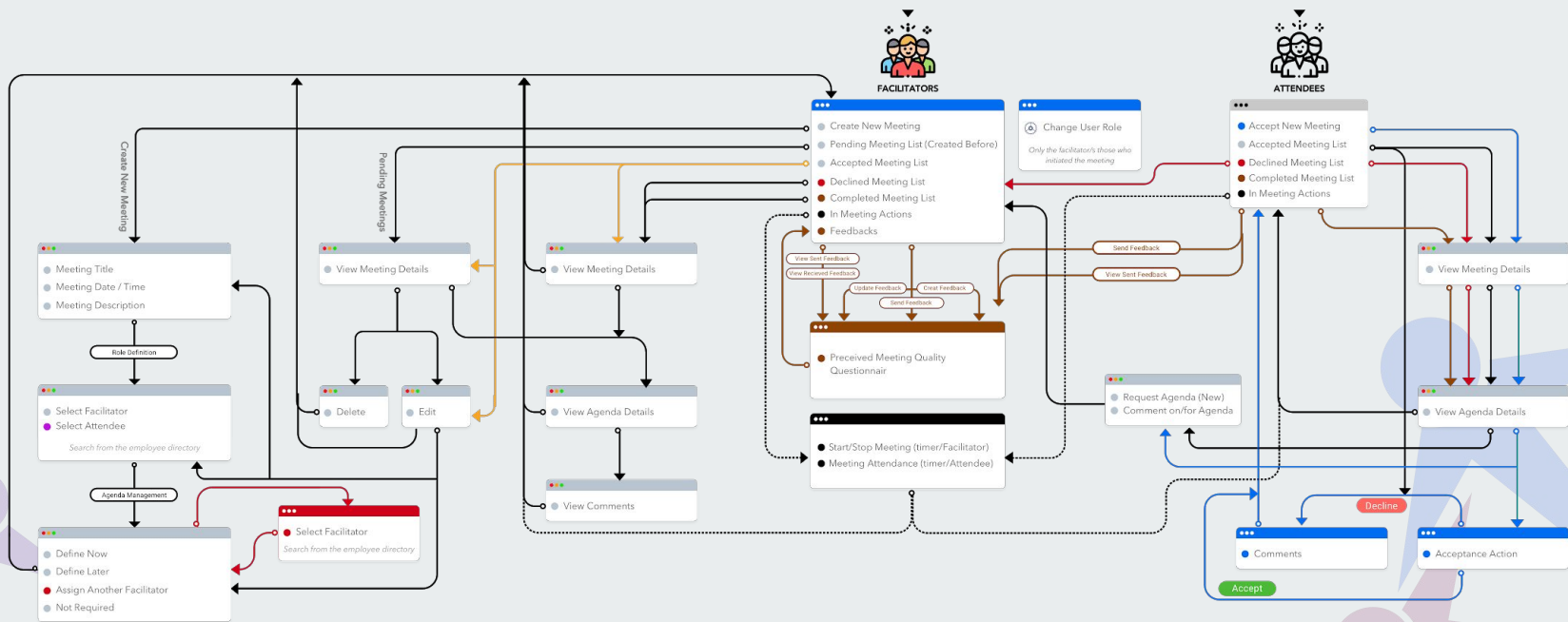
CRUD Operations  
Attend Meetings  
Accept Meetings  
Reject Meetings



## Attendee

Attend Meetings  
View/Read Meetings  
Accept Meetings  
Reject Meetings

# Application Flow



# Questionnaire

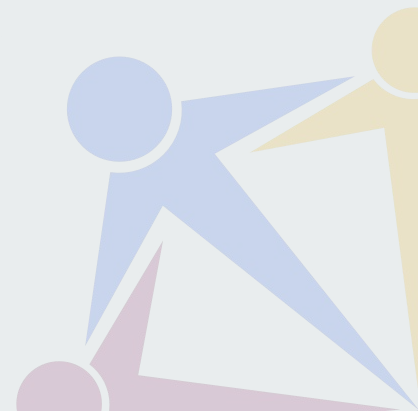
- Perceived meeting effectiveness
  - "How effective was the meeting for...
    - ... Achieving your own work goals
    - ... Achieving your colleagues' goals
    - ... Achieving your department's/section's/unit's goals"
  - Five-point-scale from "Extremely ineffective" to "Extremely effective"
- Facilities
  - "How was the quality of the meeting facilities?"
  - Five-point scale from "Very poor" to "Excellent"

From: Leach et al. (2009)



# Feedback

- Use of agenda
- Agenda completion
- Facilities
- Punctuality
- Perceived Meeting Quality



# Project plan

- After the planning and design phase, we are halfway implementation with current progress going on with high fidelity prototype.
- Once done, usability testing and final documentation would be taken up.

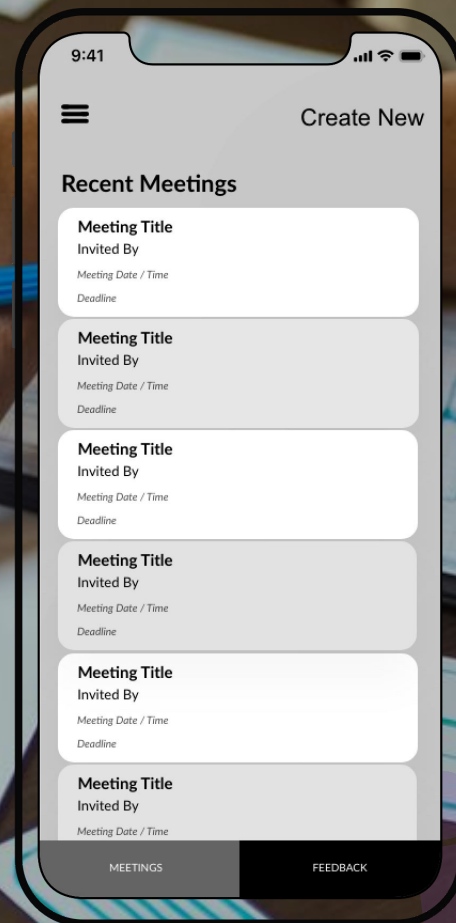
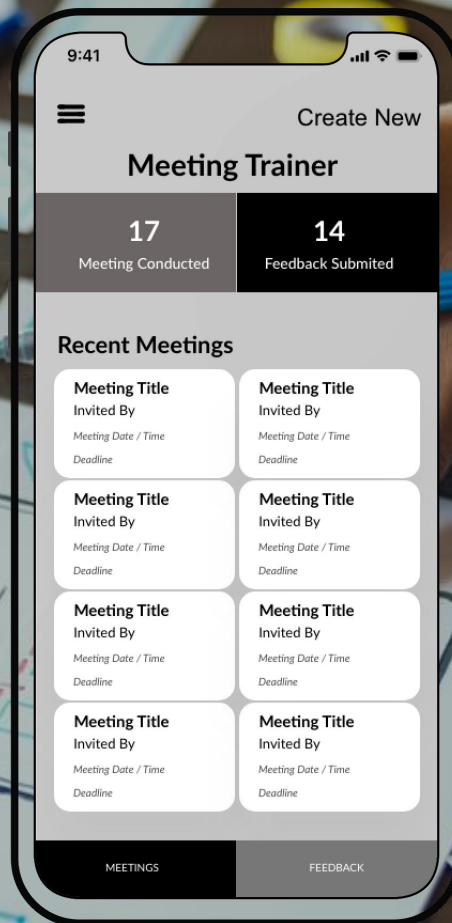


# Low Fidelity

The initial draft is just to tell yourself the story

# Low Fidelity

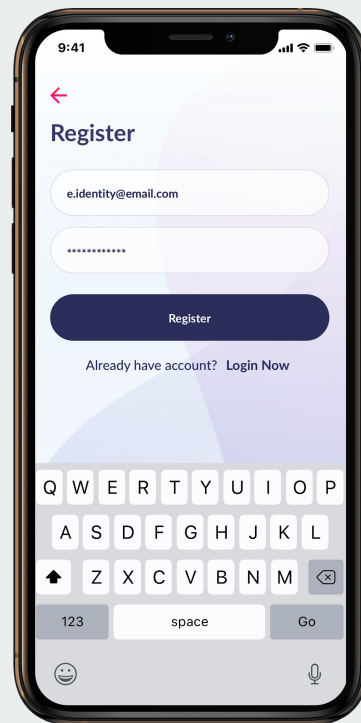
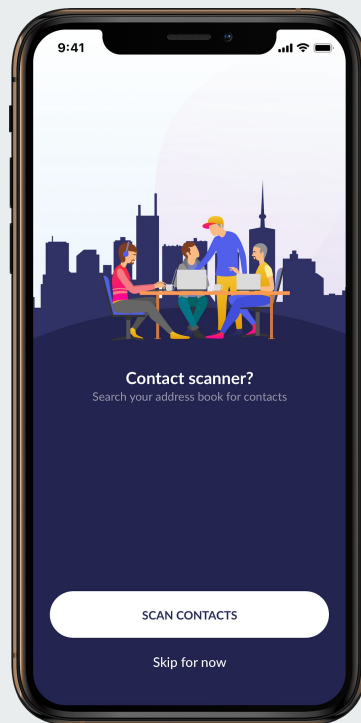
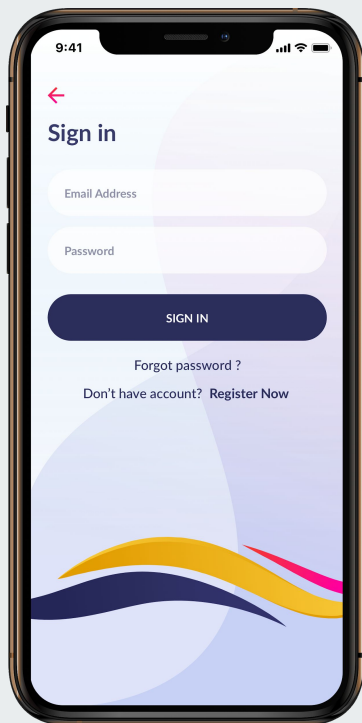
Paperwork to Digitization





# High Fidelity

In Progress

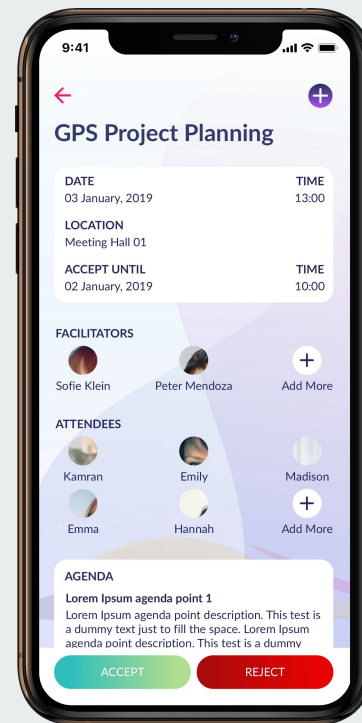
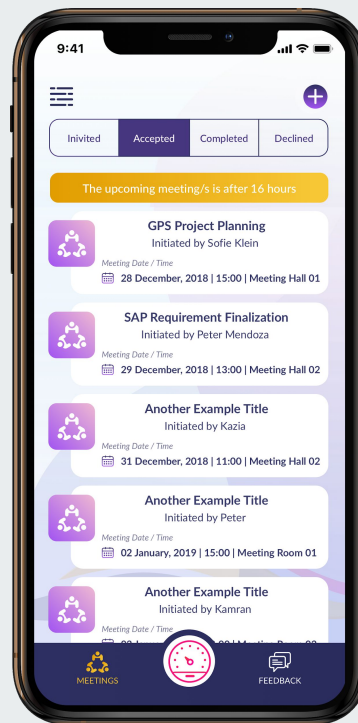






# High Fidelity

In Progress





# Questions / Suggestions



Team  
Meeting Trainer