Meeting Trainer

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- Psychologists
- Computer Science Students
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).*

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 1 by Leach et al. (2009)
Application Highlights

- **Purpose**: Increase Meeting Quality
- **Meeting Types**: Formal
- **Meeting Location**: Onsite
- **Target Devices**: iOS - iPhone X Models

X Models: X, XS, X MAX, XR
Application Use Cases

Facilitator
CRUD Operations
Attend Meetings
Accept Meetings
Reject Meetings

Attendee
Attend Meetings
View/Read Meetings
Accept Meetings
Reject Meetings

CRUD Operations: Create / Read / Update / Delete
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

Meeting Trainer
High Fidelity

Meeting Trainer

Sign in
- Email Address
- Password
- Sign In
- Forgot password?
- Don’t have account? Register Now

Register
- e.Identity@email.com
- Password
- Register
- Already have account? Login Now

Contact scanner?
Search your address book for contacts

Scan contacts
Skip for now
Questions / Suggestions

Team

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