V.THERE

Design Exercise • **Slack** • 2022

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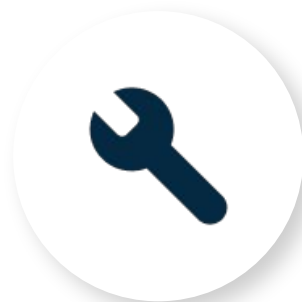
Map
1 Hour
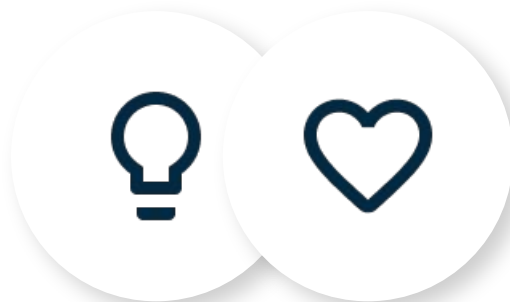
Sketch and Decide
1 Hour

Prototype
1 Hour

How can I help Pedro take and share good notes from meetings with his teammates?
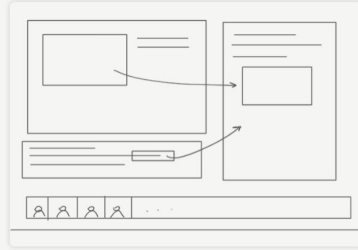
Goals:

- Effectively take notes and communicate meeting content with teammates

- Create a collaborative meeting environment
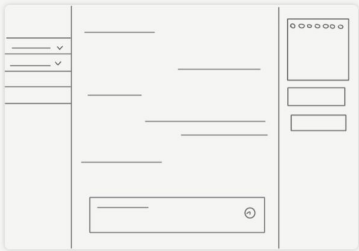
- Store old notes in an easy to use/find manner

Pain-points:

- Difficult to capture visuals

- Missing parts of what was said

- Hard to designate notes

- Losing track of different notes

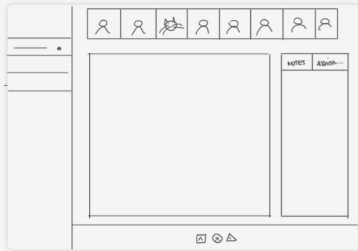- Keep track of recurring meetings' notes

Opens calendar and finds recurring meeting

Joins recurring meeting and finds notes from last weeks meetings there + tab of assignments

Shares notes directly to message + email

Features:
• host can assign one note taker and restrict access
• host can select interactive note taking
• Screen sharer can select interactive presentation (to select images + text + whatever else)
• Subtitles collapse for more organized notes

Ideas:

● Plug in to transcribe notes

● Interactive share screen

● Presentation linked with tablet

● Integrated notes + Meetings

CONSTRAINTS

Design Team - Weekly Meeting

| Notes | Assigned Actions |

Lucca   Chelsea   Chiara   You   Sophie

App Growth - 2022

Thursday, Feb 11th
Thursday, Feb 18th
Thursday, Feb 25th

New Features:
* How long is this activity going to take?
* @Sophie to start research on March 1st. Confirm!
* Is it imperative that all team members participate?
* What is the budget for the research?

User Testing:
* Survey answeres were a success! Congrats @Chiara!
* Feedback on Screen 2 to be reviewed by @Pedro and @Chiara by March 3rd.
* Waiting for availability to schedule next interviews! @Lucca will keep team updated!

App Growth:
* 10,000 new downloads on apple store, 8,000 on google play! Congrats @DesignTeam

Design Team
You, Matt, Chelsea
Accounts Team
You, Ian

Pedro Garcia

Fixing Pain-Points:

- Interactive image capture

- Automatic audio transcript that is stored

- Designate notes by tagging participants. Actionable notes go to tab as "to do's list"

- Different notes are stored in calendar

- Recurring meeting notes are available and can be edited/continued

DESIGN EXECUTION

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The Virtually There note taking feature would help people who have a hard time soaking up and sharing informations during work meetings! By having access to tools like the interactive visual capture, collaborative note taking environment and actionable tasks list, teams would be able to have easy access to notes without the anxiety of missing any important information!

Trade offs/risks/future scope:

- Flow from chat to meeting to sharing notes with teammates

- Is transcribing notes really the solution to not missing any information?

- How would a meeting with multiple people work when everyone takes notes?