

# V.THERE

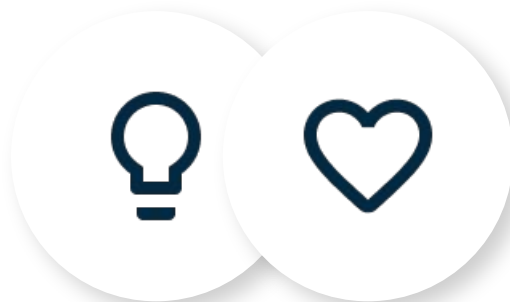
Design Exercise • **Slack** • 2022

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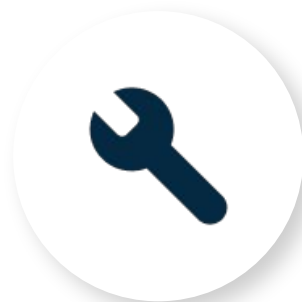
# DESIGN SPRINT-ISH



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?

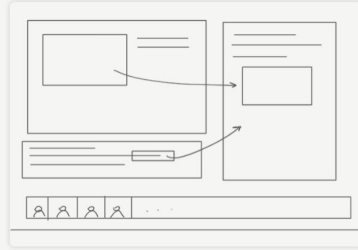
### Goals:

- Effectively take notes and communicate meeting content with teammates
- Create a collaborative meeting environment
- Store old notes in an easy to use/find manner

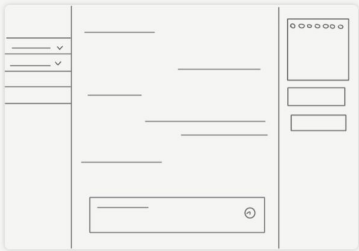
### Pain-points:

- 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

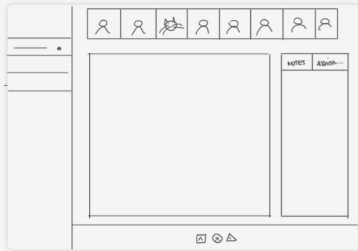
# SKETCHES



Open calendar and finds recurring meeting



Join recurring meeting and find notes from last weeks meetings there + job of assignments



Share notes directly to message + email

- Features:
- host can assign one note later and restrict access
  - host can select interactive note taking
  - screen sharer can select interactive presentation (to select images + text + whatever else)
  - Subtitle collapse for more organized notes

## Ideas:

- Plug in to transcribe notes
- Interactive share screen
- Presentation linked with tablet
- Integrated notes + Meetings

# CONSTRAINTS



## 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

The screenshot displays a meeting interface for a "Design Team - Weekly Meeting". On the left, a sidebar lists participants: Design Team, You, Matt, Chelsea, Accounts Team, and You, Ian. The main area shows five participant avatars: Lucca, Chelsea, Chiara, You, and Sophie. Below them is a slide titled "App Growth - 2022" with a large grey rectangular area. On the right, a "Notes" panel is open, showing a list of dates: Thursday, Feb 11th, Thursday, Feb 18th, and Thursday, Feb 25th. Under the Feb 11th date, there are notes under "New Features:" and "User Testing:". Under the Feb 18th date, there are notes under "App Growth:". A grey rectangular box is shown below the Feb 18th notes, with an arrow pointing from the "App Growth - 2022" slide to it. At the bottom left, a small profile icon for Pedro Garcia is visible.

# DESIGN EXECUTION



Mac OS interface showing a meeting titled "Design Team - Weekly Meeting". The meeting participants are Lucca, Chelsea, Chiara, You, and Sophie. The main content area displays "This is Chiara's Interactive Screen" with a chart titled "App Growth - 2022". The chart shows app growth over time with a "Max Value" label. A text box at the bottom of the chart reads: "So team, I'm happy to announce our app was downloaded 10,000 times on the apple store and over 6,000 times on google play! This is reason to celebrate this team's amazing work on the past few weeks!". The right sidebar shows "Notes" and "Assigned Actions" for the meeting, including dates (Thursday, Feb 11th, 18th, 25th) and a list of tasks such as "New Features: How long is this activity going to take?" and "User Testing: Survey answers were a success! Congrats @Chiara!".

Mac OS interface showing a meeting titled "Design Team - Weekly Meeting". The meeting participants are Lucca, Chelsea, Chiara, You, and Sophie. The main content area displays "This is Chiara's Interactive Screen" with a chart titled "App Growth - 2022". The chart shows app growth over time with a "Max Value" label. A text box at the bottom of the chart reads: "So team, I'm happy to announce our app was downloaded 10,000 times on the apple store and over 6,000 times on google play! This is reason to celebrate this team's amazing work on the past few weeks!". The right sidebar shows "Notes" and "Assigned Actions" for the meeting, including dates (Thursday, Feb 11th, 18th, 25th) and a list of tasks such as "New Features: Decide date for new feature research! @Sophie Please share availability!" and "User Testing: Surveys to measure success of user testing should be sent out today, Feb 18th, @Chiara!".

# DESIGN EXECUTION



Apple V.There File Edit View Go History Window Help

Mon Feb 28 2:01 AM

### Design Team - Weekly Meeting

Notes Assigned Actions

Design Team

- You, Matt, Chelsea
- Accounts Team
- You, Ian

Lucca Chelsea Chiara You Sophie

This is Chiara's Interactive Screen

#### App Growth - 2022

Series	0	0.5	1	1.5	2	2.5	3
Blue	0	0.5	1.0	1.0	1.0	1.0	1.0
Green	0	1.0	3.0	3.5	3.5	3.5	3.5
Red	0	1.0	2.5	2.0	1.5	1.5	1.5
Orange	0	1.0	2.0	1.5	1.5	1.5	1.5
Yellow	0	1.0	2.0	1.5	1.5	1.5	1.5

So team, I'm happy to announce our app was downloaded 10,000 times on the apple store and over 8,000 times on google play! This is reason to celebrate this team's amazing work on the past few weeks!

Pedro Garcia

Share Screen Microphone Camera

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 answers 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 @Design Team

# DESIGN EXECUTION



Apple V.There File Edit View Go History Window Help

Mon Feb 28 2:01 AM

### Design Team - Weekly Meeting

Design Team

- You, Matt, Chelsea
- Accounts Team
- You, Ian

Lucca Chelsea Chiara You Sophie

This is Chiara's Interactive Screen

#### App Growth - 2022

Category	Value 1	Value 2	Value 3
90%	0.0	1.0	2.0
80%	0.0	1.5	2.5
70%	0.0	2.0	3.0
70%	0.0	2.5	3.5
70%	0.0	3.0	4.0

So team, I'm happy to announce our app was downloaded 10,000 times on the apple store and over 8,000 times on google play! This is reason to celebrate this team's amazing work on the past few weeks!

Pedro Garcia

Share Screen Microphone Camera

### Notes

#### Assigned Actions

Thursday, Feb 11th

Thursday, Feb 18th

**New Features:**

- Decide date for new feature research! @Sophie Please share availability!

**User Testing:**

- Surveys to measure success of user testing should be sent out today, Feb 18th, @Chiara!

Thursday, Feb 25th

**New Features:**

- @Sophie to start research on March 1st. Confirm!

**User Testing:**

- Survey answers 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!



## REFLECTION

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?