Criterion A: Initial consultation

Interviewee (Client): ____, Teacher at ____
Interview Medium: In-Person Interview in a ____ secondary classroom
Interview Date: 14th October 2020
Interview Time: 3:00 pm

Interviewer: Describe your responsibilities as the sponsor teacher?

Client: My name is ___. As the sponsor teacher at ____, I just make sure that the ____ does everything according to school rules, everything is appropriate. I meet with the president and executive, they come with plans, and I say okay. I also keep in charge of the overall executive team as of now, just guiding people in what their roles might look like, reminding them about any deadlines, any planning we'll organize as a team. I work with the team to give general members their tasks, what to do, making sure they are part of the club. It's my job to ensure that.

Interviewer: What's your current system to share information to general members?

Client: For general members, who are not executive members, we use social media, Facebook, and Instagram to advertise any local events or volunteering opportunities that they have, especially relating to ____ or any online virtual events that are happening that the time. I just currently post on Instagram and Facebook and direct message executives.

Interviewer: Do you have any problems with the current system?

Client: Some people don't have those social media apps and they're unreachable. If they do, we have to ask if they check it and some people have notifications off.

Interviewer: What would an ideal IT solution for ____ help you do?

Client: A notifying app/service that gives users reminders of upcoming events/volunteer hours or an easy way for new members to access all our information on page. it would be separated into volunteer opportunities, upcoming events, school-within related subjects and community based, to help users see all the ____ with one link.

Interviewer: What would you consider to be ideal features within your solution?

Client: A calendar feature on the front where it states all the events in a month colour coded to different categories of events. side catalogues separated into files, other websites, our closely affiliated partners (_____) once again, separate categories of school volunteering, community volunteering, upcoming symposiums/events, opportunities for secondary students. All our social media contact information would be very visibly shown.

Interviewer: And you would find these features useful because it would make your work more efficient?

Client: Yes, it would be visibly informative along with direct links of other resources students need hyperlinked. there would be less typing of words, and more image-based instructions as well to draw users in.