Login Page

1 [H3 User control and freedom] (Severity 3)

<u>New Login Page</u>: I cannot go back to the Login page from here if I suddenly remember that I have already had an account.

2. [H3 User control and freedom] (Severity 3)

<u>Forgot Password</u>: I cannot go back to the Login page from here if I suddenly remember my account password.

3. [H3 User control and freedom] (Severity 2)

<u>My Meetings</u>: The position of the "Log Out" link is not very obvious and conventional. I am more used to having it at the upper right hand corner. It almost looks like it's an action for the "My Meetings" page in its current location.

4. [H8 Aesthetic and minimalist design] (Severity 1)

<u>Home Page</u>: "*Welcome to Vern*" and "*Today's Date*" can be hard to read. The color contrast is not strong enough. Also, today's date is misspelled.

Meeting page - Calendar

5. [H5 Recognition rather than recall] (Severity 3)

<u>Meetings</u>: It's hard to see the correlation between the left side bar of meetings and the center calendar screen. Are users supposed to do a mouse-over to see the details? Rather than trying to map what has been voted on as seen on the left bar and the actual times in main calendar – could the calendar have colors to indicate that the meeting is confirmed definitely?

6. [H6 Recognition rather than recall] (Severity 2)

<u>Calendar</u>: It took a couple seconds to scroll over the different events to find the "Breakfast at Tiffany's" event. Putting the event name on the calendar would have helped reduce the time in searching for the event. This could be useful if a person has a really full schedule and just wants to quickly scan the calendar for events.

7. [H10 Help and documentation] (Severity 2)

<u>Calendar</u>: It would help if there was some indication that hovering over the calendar will bring up events. If I have no meeting scheduled, I would never know about this functionality.

8. [H2 Match between system and the real world] (Severity 2)

<u>Meeting page:</u> dates before March 30th are marked gray. Users may be confused of what that indicates. Please note that current date is April 1st. if the gray means that the schedule in the past, then March 30th and March 31st should also be grayed out.

9. [H10 Help and documentation] (Severity 2)

Calendar: There is no indication of what the different colors mean on the calendar (navy blue vs

beige). If I have more appointments than I have free time, it would be hard to guess which is an appointment and which is my free (unoccupied) time.

10. [H2 Match between system and the real world] (Severity 3)

<u>Meeting page:</u> Since there is scroll bar indicating there are still contents under what's currently shown in the Meeting page, it seems that the system doesn't allow users to schedule meeting after 5 pm. However, meeting after 5 pm is not uncommon. If listing all the time slots from 8 am to, say, 9 pm will make the screen too crowed, then the system should at least have the option to select a time after 5 pm somewhere else.

11. [H8 Aesthetic and minimalist design] (Severity 2)

<u>Calendar View:</u> I don't think I need to see 3 days behind (grayed out section in calendar). This information is not very helpful; I would be more interested in seeing out into what's planned in the forthcoming days.

Meeting page - sidebar

12. [H1 Visibility of System Status] (Severity 3)

When you click on the sidebar events links, all the events on the calendar disappear except the clicked on event. This is confusing. There is no indication of why that just happened. In addition, the highlighted event may not appear on the calendar without scrolling down.

13. [H10 Help and documentation] (Severity 2)

<u>Meetings details page:</u> When doing a mouse-over the initiators name in "Meetings details" page, I have no idea where this link will take me. A bubble help/tool tip/descriptive text kind of status message would help indicate that this will send an email to this person and is not just taking me to his/her profile. Ditto for attendees also.

14. [H4 Consistency and standards] (Severity 2)

<u>Meetings page left panel</u>: the bottom button is labeled "My Class Schedule." However, the hidden descriptive text for the button shown when cursor is pointing on it is "My Weekly Schedule." Users may be confused about whether class schedule equals weekly schedule. Some of the meetings are italicized and some are not. The difference between italicized meetings and non-italicized ones is not very obvious to me. The "Breakfast at Tiffany's" meeting should also have a status symbol.

Are the meetings arranged in a certain order? I cannot really tell.

15. [H4 Consistency and standards] (Severity 2)

<u>My Meetings</u>: Since the voted status symbol is a check in a square box, it would be more consistent for the cancelled status symbol to be an X in a square box. This would help indicate that these symbols are mutually exclusive, while the initiator is conceptually different.

16. [H1 Visibility of System Status](Severity 4)

<u>Meetings</u>: After clicking on a meeting listed under my meetings, it did not seem clear to me what had changed on the screen. I was expecting that something would appear in the middle of the screen, but instead the lower left hand corner changed. I had to look around my screen to figure

out where the meeting details appeared.

17. [H4 Consistency and Standards](Severity 3)

<u>Meetings</u> After clicking on "After lunch nap", the meeting details appeared at the bottom When looking at the left side bar, there are two links to "After lunch nap" one under the voting and another with details. It's hard to know where clicking on either one will lead. (As stated earlier, I thought that clicking on the "After lunch nap" with votes would lead me to the detailed screen).

Marking events page

18. [H7 Flexibility and efficiency of use] (Severity 3)

When I view the marking events page, the table presented is a bit too long with the marking actions not visible until I scrolled down. Perhaps move the actions to the top of the table to make them more visible.

19. [H10 Help and documentation] (Severity 3)

When I am on the marking events page, there is no clear indication of what task I am to accomplish. Maybe a heading or some directions would help.

20. [H3 User control and freedom] (Severity 3)

After clicking on a link on the side bar, there is no navigation indicated to get back to the original calendar view.

User should have a way to get back. I had to click on "meetings" again, though I had no idea if it would do something

Meeting Detail Page

21. [H3 User control and freedom](Severity 3)

The back button is placed at the bottom left, which may be hard to find.

22. [H3 User control and freedom] (severity 3)

The buttons at the bottom may be placed in an unintuitive arrangement, usually cancel is placed after "Submit". In this case, "Cancel Meeting" comes before "Finalize Meeting".

23. [H1 Visibility of System Status](Severity 3)

<u>Meeting Detail</u> At the bottom there is an option to "Send Email", but it isn't clear if the email will be send to the initiator or all attendees.

24. [H7 Flexibility and efficiency of use] (Severity 3)

When the administrator needs to finalize a meeting, there is no clear way to choose one of the listed meeting times from this screen. I assume that the user needs to click on the "Finalize Meeting" button to pick a time. Instead, I suggest a radio button to choose one of the meeting time options. Otherwise

25. [H7 Flexibility and efficiency of use] (Severity 3)

When I view a meeting's details, the table presented is a bit too long with the result that I had to scroll down. The page has enough space, perhaps the table should be designed so that it does not require scrolling.

The buttons are hidden form view unless I scroll down. Perhaps move the buttons to the top of the table to make them more visible especially if a user ventures here by mistake and wants to get back?

26 [H2 Match between system and the real world] (Severity 2)

On the details page, the "back" button at the bottom of the page is a navigation button, while the rest of the buttons are actions related to the event. Perhaps the back button should be represented differently.

I'm not sure if I would have expected that clicking on the Initiator and Attendees names would take me to an email form.

27. [H10 Help and documentation] (Severity 2)

When doing a mouse-over the initiators name in "Meetings details" page, I have no idea where this link will take me. A bubble help/tool tip/descriptive text kind of status message would help indicate that this will send an email to this person and is not just taking me to his/her profile. Ditto for attendees also.

28. [H4 Consistency and Standards] (Severity 2)

Action buttons are inconsistent in look across different pages.

29. [H2 Match between system and the real world] (Severity 3)

On Meeting Detail page, when a meeting is confirmed, the buttons of "Cancel Meeting" and "Finalize Meeting" seem to be confusing. Should a confirmed meeting be cancelled or finalized?

Send Email confirmation page

30. [H3 User control and freedom] (Severity 3)

After sending the email, there is no navigation indicated to get back User should have a way to get back. I had to click on "meetings" again, though I had no idea if it would do something

Create Meeting page

31. [H4 Consistency and Standards](Severity 3)

<u>Meeting Detail</u> The system displays things in military time in the meeting details, but the calendar lists times in am/pm format.

32. [H2 Match between System and Real World](Severity 3)

<u>Create Meeting</u> Under meeting duration, the times are listed in minutes. I find this not very intuitive to calculate 75 minutes as 1 hour and 15 minutes. Perhaps you can use different vocabulary in the drop down.

33. [H4 Consistency and standards] (Severity 3)

<u>Create Meeting</u>: The action button in this page is "Send Email," which is inconsistent with the title of this page "Create Meeting." Perhaps, the button should be called "Create Meeting and Send Invitation."

34 [H2 Match between system and the real world] (Severity 3)

The "Meeting occurs between" options are really confusing. I would have expected to be able to choose dates, not values like "1 week."

35. [H8 Aesthetic and minimalist design] (Severity 2)

<u>Create Meeting page:</u> it would be better to use multi-line text box for Description, especially when the description is long.

36. [H10 Help and documentation] (Severity 3)

When adding attendees on the Create Meeting page, there is no indication of how to add them. Should users input attendee's name or email address or both? How to separate each attendee, by comma or semicolon?

37. [H7 Flexibility and efficiency of use] (Severity 2)

It would be nice to give an option to contacts not in the contact list to the contact list when creating a new event.

38. [H2 Match between system and the real world] (Severity 3)

On Create Meeting page, the options for meeting duration are limited from 15 minutes to 90 minutes. This design is obviously not capable of planning any meetings that are longer than 90 minutes. Although most meetings may end within one and a half hours, some don't.

39 [H10 Help and documentation] (Severity 2)

Also, it would be nice to have documentation on how the options fitting large and small groups work.

History tab

40. [H5 Recognition rather than recall](Severity 2)

<u>History</u> Would dates and times also be listed under meeting history? It isn't apparent now, but I'm not sure if there will be some sort of link to view past meeting details.

41. [H8 Aesthetic and minimalist design] (Severity 0)

Not a problem yet, but what happens if the list of attendees is really long, or if the history is very long? This could get cluttered looking as the number of events grows.

42. [H4 Consistency and Standards](Severity 3)

<u>History</u> At what point would items appear under history? Would all the meetings listed under My Meetings (Meetings page) also appear here if I voted on them? What about if I created them?

Contacts tab

43. [H8 Aesthetic and minimalist design] (Severity 2)

In the Contacts page, individual email and mailing list should be separated, especially when a mailing list contains a long list of email addresses.

44. [H10 Help and Documentaiton] (Severity 2)

It's not clear how to create groups. Should each email be separated by commas? Semi colons? There is no indication you can enter more than 1 email address, since the label says "Email Address" instead of "Email Address(es)"

My weekly schedule

45. [H3 User control and freedom](Severity 3)

<u>My Class Schedule</u> The back button is located at the bottom of the calendar screen. It's hard to find initially, since it is below the color-coded mark times. Instead, I would have preferred it on the left column under the instructions.

46. [H10 Help and Documentation] (Severity 3)

There should be more cues or instructions on what you're supposed to do on this page. Also see HE eval for Marking Schedule Page

47. [H2 Match between system and the real world] (Severity 4)

<u>My Meetings</u>: The "My Class Schedule" button should not be placed in the Meetings section because they are not semantically related. It should be one of the top tabs. Another problem with this is that this link takes me to "My Weekly Schedule." So, is this my class schedule or my weekly schedule?

Received Email

48. [H9 Help and documentation](Severity 2)

When you receive an email to vote on a meeting, there is limited documentation about where this email is coming from. I would suggest that there should be a default message body like "Vote for a meeting on Vern!" Or some default message subject, "[Vern Voting]: Nobel Prize Discussion".