

Team Oak – Internal Debrief Report

Team Members

- Matthew Busbin, Assistant
- Jeremy Flatt, Team Lead
- Riley McLain, Communications Specialist
- Huong Phan, Research and Development
- Camille Pike, Tech Guru (departed Apr 12, 2026)

Meeting Minutes

During the course of the project, the team relied heavily on asynchronous communication via Discord. We had a few meetings, both in person and via Discord voice call, but most of our planning was done over the text chat feature. Summaries of all communications, both synchronous and asynchronous, have been placed below.

Async Discussion Summary – February 25, 2026 | Team Restructuring

Type: Async Discord Discussion

Date: February 25, 2026

Active Participants: Camille Pike, Riley McLain

Items Discussed:

- Camille added to the team
- Camille missing Canvas access.

What Was Decided and Why:

- Camille takes the Tech Guru role
- Camille to contact instructor re: Canvas access

Async Discussion Summary – March 1-2, 2026 | Audience Analysis Deadline

Type: Async Discord Discussion

Date: March 1-2, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Riley McLain

Items Discussed:

- Audience analysis due 9:00 AM March 2nd
- No shared doc yet.

What Was Decided and Why:

- Matthew made Google Doc and filled most of it out
- Jeremy reviewed and submitted before the deadline

Meeting 1 – March 2, 2026 | Client/Class Zoom Meeting

Type: Client Meeting

Date: March 2, 2026

Present: Jeremy Flatt, Riley McLain

Items Discussed:

- Client presented the Recording and Presentation Room; spoke about hardware, software, existing QR code tutorials
- The room has low visibility. Riley's club (Space Hardware Club) had never heard of it
- What software the room supports
- Potential participant sources: Riley's club and HAM radio contacts, Jeremy's fraternity

What Was Decided and Why:

- Project will focus on the Recording and Presentation Room
- Both Riley and Jeremy are to share notes with the team
- Recruit participants from personal networks. Target 5-15 total

Meeting 2 – March 22, 2026 | Team Discord Voice Meeting

Type: Internal Meeting

Date: March 22, 2026, 12:00 PM

Present: Matthew Busbin, Jeremy Flatt, Camille Pike, Riley McLain

Items Discussed:

- Progress report status and section requirements
- Task assignments for reporting period
- Flyer for the Recording Room to gather data from users not directly observed
- Software for study session: Audacity
- Gantt chart needs update

What Was Decided and Why:

- Camille to design the flyer & post in/around the Recording Room and campus bulletin boards
- Jeremy to print and post flyers (Recording Room door, library 1st floor, CU 1st and 2nd floor)
- Matthew to finalize the Gantt chart and link it in the report
- Study session: March 24, 5:00 PM, Recording Room
- Riley will submit the progress report by 11:00 PM.

Async Discussion Summary – March 6-8, 2026 | Proposal Development

Type: Async Discord Discussion

Date: March 6-8, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Riley McLain, Huong Phan, Camille Pike

Items Discussed:

- Riley shared notes and photos of room
- Proposal structure and section assignments
- Proposal needs a concrete change
- QR codes already exist in the room, but they link to YouTube tutorials, not text guides

What Was Decided and Why:

- Jeremy made a shared doc and assigned sections:
 - Jeremy: introduction
 - Camille: expertise
 - Phan: budget
 - Matthew: timeline/Gantt
- Propose adding text guides alongside existing QR code tutorials. Improves accessibility for visually impaired users and those who prefer written materials
- Riley to submit

Async Discussion Summary – March 24, 2026 | UX Study Session

Type: Async Discord Discussion + In-Person Study

Date: March 24, 2026

Active Participants: Matthew Busbin(present), Camille Pike (present), Riley McLain (present); Jeremy Flatt (absent), Huong Phan (absent)

Items Discussed:

- Member and participant availability for 5:00 PM session
- Software for study task: Audacity vs. DaVinci Resolve
- No external participants available, can team members substitute?
- Task: simple recording and basic editing

What Was Decided and Why:

- Phan out due to class
- Riley and Camille used themselves as test subjects because Jeremy did not attend
- DaVinci Resolve and OBS selected for recording task
- Riley and Jeremy will each recruit external participants next week

Async Discussion Summary – March 27-29, 2026 | Draft Report

Type: Async Discord Discussion

Date: March 27-29, 2026

Active Participants: Matthew Busbin, Camille Pike, Riley McLain

Items Discussed:

- Start draft now despite limited data. More sessions planned next week
- Section assignments
- Team members fill out the survey to add to participant data.

What Was Decided and Why:

- Camille assigned sections:
 - Phan: cover/TOC
 - Jeremy: introduction
 - Camille: test outline/findings
 - Riley: conclusion
 - Matthew: appendix
- Matthew and Riley to complete a participant survey
- Riley to submit, deadline March 29

Async Discussion Summary – April 3-6, 2026 | Second Progress Report

Type: Async Discord Discussion

Date: April 3-6, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Camille Pike, Riley McLain

Items Discussed:

- Report due Sunday April 5, aim to finish Saturday
- Section assignments, permissions issue delayed Jeremy
- Wireframe model required

What Was Decided and Why:

- Riley: introduction and conclusion
- Jeremy: executive summary
- Matthew: Gantt update and summary additions
- Riley submitted past the deadline, but Dr. Robertshaw reopened the assignment

Async Discussion Summary – April 6-12, 2026 | Ethics Concerns and Camille's Departure

Type: Async Discord Discussion

Date: April 6-12, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Riley McLain, Huong Phan, Camille Pike

Items Discussed:

- Dr. Robertshaw: using team members as participants is an ethics issue, so study must restart with external participants
- Scheduling new sessions
- April 12: instructor announced Camille has left the team. Docs copied to shared folder
- ARC deliverable due same day

What Was Decided and Why:

- New sessions with external participants
- Riley had 2 done
- Jeremy to complete 1 that afternoon
- Matthew to create ARC document outline

- Riley requested and received an extension from Dr. Robertshaw

Async Discussion Summary – April 12-15, 2026 | Advanced Reading Copy (ARC)

Type: Async Discord Discussion

Date: April 12-15, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Riley McLain, Huong Phan

Items Discussed:

- Section assignments for ARC
- Reusing content from draft where applicable
- How to present survey data
- Grammar passes before submission

What Was Decided and Why:

- Jeremy: methods, participant notes table, revised introduction, executive summary.
- Matthew: appendix with survey and usability data
- Phan: conclusion and summary
- Riley: grammar review and submission. Submitted April 15

Async Discussion Summary – April 16-18, 2026 | Final Presentation

Type: Async Discord Discussion + Remote Recording

Date: April 16-18, 2026

Active Participants: Matthew Busbin, Jeremy Flatt, Riley McLain, Huong Phan

Items Discussed:

- Presentation outline and section assignments
- Recording planned for April 18, 3:00 PM at Recording Room
- Library closed on arrival despite listed hours
- Remote recording and editing plan

What Was Decided and Why:

- Each member to record their slides and send to Riley for editing
- Phan: slides 2-4 (introduction, room observations, test overview)
- Jeremy: slides 5-6 (methods, findings)
- Matthew: slides 7-8 (results, survey data)
- Riley: slides 9-10 (conclusion, recommendations)
- Riley edited all segments in Kdenlive and submitted

Task Assignments

The task list below summarizes the information contained within the Gantt chart. Please see the Gantt chart at the link below for a complete picture.

Task	Assigned To	Start Date	End Date	Status
Create Survey	Camille and Phan	3/8	3/22	Complete
Survey Users	Riley and Jeremy	3/9	3/27	Complete
Have Users Test Room	Riley and Jeremy	3/10	3/24	Complete
Compile Findings into Report	All	3/11	3/27	Complete
Edit Report	All	3/13	4/5	Complete
Submit Final Report	Riley	4/5	4/19	Complete

Gantt chart link:

https://docs.google.com/spreadsheets/d/15pABMLxDD9XBBb_lwkn-39dzqwPHC-Wa3K8AN-bHKXQ/edit?usp=sharing

Discussion of Final Disposition

Project Summary

Team Oak was tasked with conducting a user experience study of the Recording and Presentation Practice Room in the Salmon Library and to propose improvements based on our findings. After visiting the space and reviewing the existing documentation, which included a 3-ring binder and QR codes that linked to YouTube tutorials, the team proposed a change: supplement the video resources with text-based guides. This would improve accessibility for visually impaired users and for those who learn more effectively from written materials than from videos.

What Went Well

- The team's proposal was conditionally accepted. The client requested that the study include direct observations of users interacting with the QR codes and documentation in the room, which the team incorporated into the study design
- Jeremy printed and posted flyers in four campus locations to collect data from room users. This collected enough data for the team to proceed with the project
- When Camille Pike departed on April 12, the team redistributed her tasks and continued without interruption
- All deliverables were submitted, even when extensions were required:
 - Audience analysis
 - Project proposal
 - Both project reports
 - Project draft
 - Project ARC
 - Final Presentation
- When the library was closed on the day of recording, the team leaned into their experience with asynchronous work and recorded the presentation in snippets before recombining in post

What Was Difficult

- Recruiting participants posed a persistent problem to the project. The first study session was only attended by team members when Jeremy was unexpectedly absent. This led to Dr. Robertshaw rightly flagging the use of only team members as an ethical issue, requiring the team to restart the study.
- Camille Pike left the team in the middle of the project, requiring the remaining members to cover her responsibilities during a critical moment.
- Several deadlines were nearly missed or required extensions due to delayed communication or a lack of task delegation.
- Video editing for the final presentation was complicated by software and hardware issues, including a full computer operating system reinstall being required to proceed with Riley as the editor.

Client Response

The client acknowledged receipt of the final presentation:

"Hello Team Oak, We have received your Presentation and Report. Thank you for your efforts. We are currently reading and viewing the submitted documents from all of the participating teams. When the review is complete, we will notify the teams of the value we found in your work for our organization. Sincerely, Anna Kate"

The team has not received a final evaluation from the client at this time.

Value of the Project

The project gave the team experience in the following UX research methods:

- Conducting user observation
- Designing surveys
- Turning findings into recommendations

The Recording and Presentation Practice Room is an important tool that many students unfortunately do not know about, and the team's work will help improve its documentation and discoverability.

Individual Activity Summaries

Matthew Busbin

For this project I helped with several tasks to help our group accomplish our goal. I created a Gantt chart to track the progress of individual tasks for the project. This chart helped map out the dates that each task needed to be completed by and how much progress had been made. I also met with other group members in person to use and familiarize ourselves with the Recording Room. I created the appendix for the ARC by compiling data from our user surveys and testing into easy to read charts.

Jeremy Flatt

Throughout Team Oak's activity, I have made outlines and designated sections of material for each member equally. I have consistently completed the summaries and done my part in getting participants for our research and report. Through this, I was able to provide insight, and guidance in the progress of our work. The ARC is a great example: I created the outline, designated sections, and assisted in any way I could for any issues throughout.

Riley McLain

As the Communications Specialist for Team Oak, I submitted all deliverables to Canvas on behalf of the team and I maintained communications with the client and the instructor. I attended the client Zoom meeting with Jeremy, took notes, and shared those with the team. I also took pictures of the room at the very start of the project so that we would have something to go off of, even though many of us could not visit..

I proposed the direction our project eventually took: supplement the QR code YouTube videos with text guides to improve accessibility.

Throughout the project, I wrote a veritable mountain of conclusion sections, reviewed many other sections before submission, and conducted studies on two users. I also contacted Dr. Robertshaw when we needed clarification or extensions on assignments.

I tried my best to step up when additional leadership was needed toward the end (after Camille's departure). For the final presentation, I edited the team's individual video segments within Kdenlive, despite being afflicted with terrible software difficulties.

Huong Phan

I worked as a Research and Development member, where I created and checked survey questions to make sure they were clear and easy to understand. In addition, I helped with the UX project draft, including the cover sheet and table of contents.

Camille Pike

Camille's summary was written by the team, as she departed before the end of the project.

Camille created and designed the fliers used in an attempt to recruit participants for the user study. She helped in the planning of what our group wanted to propose for the Recording Room. She also helped create the survey that was given to the participants. She was present for our first in person meeting in the recording room. In this meeting she helped find issues that could be addressed. Additionally, she helped and contributed with the construction of the various documents that were created while she remained in the group.