



Name

Jack Smith

Occupation

Software Engineer in Google Corporate

Personal Description

- *Age:* 26 years old
- *Work Hours:* 45-50 hours a week on projects
- *Marital/Parental Status:* Married, No child
- *Personality Traits:* Extroverted, Confident, Creative, Energetic

Technology Use

Jack spends 18 hours per day on the computer programming and communicating with friends! He

Role

- Developing features for Google products
- Actively contributing to meetings and department direction
- Initiating and managing projects

Tasks

- Provide efficient accomplishment of software developing with high quality.
- Coordinate with people around a project he manages

Goals

- Convey and record ideas efficiently in daily meeting
- Make sure all meeting attendants can contribute ideas
- Easily retrieve details from past meeting

Meeting Profile

Jack values simplicity. He likes to draw his ideas when communicating with other team members because he feels it is a more intuitive and efficient way to convey what jumps into his mind. Although most of his time is spent on programming, the biggest challenge he has is providing an efficient way of managing different ideas he creates on the whiteboard. For example, he often draws layouts of pages in web applications and has to stop to erase and redraw a component in a new position, when it would be easier to just drag and drop the component to a new place on the whiteboard.

When it comes to the projects he manages, in each stage of development, he takes time to clarify the intended purpose and the overall demands of the project to the whole team. But during each stage, new demands may appear such as additional features or new ways of implementation, etc. To cope with fluctuations throughout a project, Jack has to make a thorough record of the whole process, which includes collecting information from each meeting and storing key solutions in a specific project management file.

Scenario A: Make Me A Super Whiteboard

At his regular morning meeting, Jack tries to convey a new idea he has to his teammates. He several sequences of drawings on the MeetingBytes electronic whiteboard on the screen, which can be shared among each attendant's laptop. He feels so satisfied because he has created many custom Google shapes easily and can use them with existing common shapes. The whiteboard functionality is so advanced that he can move his drawings around to different locations easily and change the size, color, and shapes as much as he wants. Anyone can comment or make a copy of the board to doodle on their own without impacting the drawing that Jack has made. Jack is even able to save different components of the whiteboard as separate files since it appears as though this project could go in multiple directions. His team prefers MeetingBytes to the regular whiteboard because the process feels more like prototyping to them. They can all access the whiteboard files from the MeetingBytes server after the meeting is over as well.

Scenario B: Help Me Remember the Details

Later in the day, Jack discusses an idea from the meeting with a colleague. He is trying to remember what his other colleague, Aaron said during the meeting about GoogleDocs. He doesn't quite remember what was said, but he knows that it would be useful for the current conversation. He opens up the MeetingBytes software and navigates to the MeetingDatabase Index. He selects all of the meetings in the meeting folder GoogleSecretProject and searches for the word GoogleDocs. After finding the correct point in the meeting, Jack plays it and successfully sells them on his idea.