

Introduction: This survey is being distributed on behalf of a group of students at the University of Michigan's School of Information. We are researching meeting patterns in corporate and professional environments, including the way people prepare for, contribute to and follow-up after meetings of 5~12 attendants. All information collected will be used for our class project in SI 682: Interface and Interaction Design. For more information about the class and our team, please visit: <http://www.avalonhu.com/SI/MeetingBytes>. If you have any questions, please email meetingbytes@umich.edu.

1-Do you think it's helpful to receive presentation slides or handouts before a meeting?

- No
- Yes

2-Do you think it's helpful to receive agendas before a meeting?

- No
- Yes

3-If you receive presentation slides or handouts before an upcoming meeting when do you read them?

- Immediately upon receipt
- Just before the meeting starts
- A day or more before the meeting
- I don't read them

4-If you send an agenda before a meeting, do you want others to make suggestions about your agenda?

- Yes
- No

5-How do you prefer to receive an agenda?

- Electronically by email, GoogleDocs, or other form
- Physical copy in my mailbox or delivered to my office
- No preference

6-Do you keep agendas after a meeting?

- Yes
- No

7-Think about a meeting you went to that you did not participate in. Why didn't you participate? Check all that apply

- I was not prepared
- My ideas were not developed enough to share
- There was not enough time
- I presented my ideas, but no one listened
- Other (Please Explain) _____

8-How often do you have multiple meetings related to the same project?

- Over 10 per project
- 5-10 per project
- 1-5 per project
- Never

9-Do you ever need to use information from a past meeting in an upcoming meeting?

- Yes
- No

10-How do you bring information from a past meeting to the upcoming meeting? (Free Response)

11-Why do you take notes during meetings?

- I don't take notes at meetings
- I review notes after the meeting to help me in my work
- I often write down questions or comments that I have so that I can ask them at some point during the meeting
- I often need to summarize points that others have said to provide context for a question or comment that I have
- I write down notes to stay engaged
- Other(Please Explain)_____

12-If you have a question during a meeting, what do you do?

- Ask it immediately
- Write it down to ask after the meeting
- How do you like to contribute to meetings?
- Ask a question
- Make a Comment
- Sketch on a whiteboard
- I don't like to contribute to meetings
- Other(Please Explain)_____

13-How do you like to contribute to meetings?(Check all that apply)

Ask a question

- Make a comment
- Sketch on a whiteboard
- I do not like to contribute to meetings
- Other (Please Explain)_____

14-How do you take notes during meetings?

- I don't take notes during meetings
- By hand
- Electronically (Laptop, mobile phone, etc)
- Audio recording
- Other (Please Explain)_____

15-Do you think it's important to formally evaluate meetings after you have them?

- Yes
- No

16-Would evaluating meetings formally improve meetings at your company?

- Yes
- No

17-If you had an audio recording of a meeting, what would you do with it? (Free Response)

18-If you could store sketches or ideas from a whiteboard electronically, what would you do with them?

19-What do you use a whiteboard for during meetings?

- To keep track of running discussion points
- To sketch ideas
- To brainstorm
- Other(please explain)_____

20-Have you ever wanted to preserve sketches or writing on a whiteboard for later use?

- Yes
- No

21-Do you ever refer to sketches or ideas on a whiteboard from a past meeting in a subsequent meeting?

- Yes
- No

22-How often do you leave a meeting without asking an important question?

- Always
- Often
- Sometimes
- Never

23-How often do you leave a meeting without making an important comment?

- Always
- Often
- Sometimes
- Never

24-Rate the following common meeting problems on a scale of 1 to 5 where 1= Not a Problem and 5 = Significant problem for meetings

- Lack of organization
- Dominating participants
- Participants who attend but do not ask questions
- People have questions that do not get asked
- People have questions that do not get answered
- People have comments that do not get shared
- People have comments that are never responded to

25-If you could see a list of other people's questions during a meeting, would you want to?

- Yes
- No

26-If you could see a list of other people's comments during a meeting, would you want to?

- Yes
- No

27-Have you ever wanted to review others' notes after a meeting that you attended?

- Yes
- No

If No, please explain.

28-Have you ever wanted to review others' notes after a meeting that you did not attend?

- Yes
- No

If No, please explain. (Free Response)

29-Have you ever wanted an audio recording of a meeting?

- Yes
- No

If no, please explain.

30-Have you ever reviewed another person's notes after a meeting that you did not attend?

- Yes
- No

31-If you answered yes to question 30, did you have any problems reading those notes? (Free Response)