General Usage Notes:

Meet is available for iPhone 6 devices running on iOS 9.0 and above. Running meet on earlier versions of iOS or alternate screen sizes may result in unexpected behavior.

Installation Instructions:

Clicking on "Prototype" in the High-Fidelity Prototype section will download a file named "Meet-iPhone6.ipa" onto your computer. Depending on your computer's security settings, clicking on the file will bring up an unidentified developer warning window. To bypass this screen, right click on Meet-iPhone6.ipa and then click "open." On the following screen, click "open" again. Opening the .ipa file will launch iTunes. Connect your device to your computer and then click on the phone icon to access your phone's settings. Navigate to "Apps" in the sidebar. Then, scroll down until you see the Meet app. Click "Install" and then click "Apply." The app should now be on your phone. Open the app to get started!

Operating Instructions:

The first time you open Meet, you will be directed to a login screen and asked to let Meet access your contacts. You must allow access to use the app. If you accidentally decline access, you can go to your System Preferences and manually allow access. Then, enter your name into the provided field. As you're entering your name, Meet will look through your contacts and display your profile if it exists. Once you see your profile (or your initials if you don't have a profile picture), click "get started." Meet will take you to the dashboard. Here, you will be able to view historical meeting data and track meeting behaviors. This screen is explained in more detail in Task 3.

Task 1 – Schedule

To schedule a new meeting, press the "+" sign in the top right corner of the UI at any point in time. You will be taken to a screen where you can input meeting information such as date, time, etc. Add talking points to let invitees know what the meeting will be about - they will be RSVPing by checking off the relevant talking points, so make sure the talking points cover the proceedings of the meeting. Talking points should be brief and succinct and will be limited to 150 characters. Finally, choose whom to invite to the meeting and review the information. Send out the invite by tapping on the paper airplane. When you send out a meeting, you will automatically listed as attending and have your name as relevant to all the talking points.

Tapping the arrow in the top left corner at any point in the creation process will save the meeting to your drafts (if you haven't entered any information, Meet will simply discard your draft). You can access your drafts at any point from the organizing screen.

Task 2 – Respond and Manage

To respond and manage your meetings, go to the "Upcoming" tab at the bottom. There will be a dot next to the icon if you have new invitations to respond to. Here, you can see meetings that you are going to be attending and those you still need to respond to. Tap on an invite to review the meeting's talking points and check off the ones you're relevant to. If you aren't relevant to any of the talking points, check off "None" to indicate that you won't be attending. To view meetings you'll be attending, just tap on them on the "upcoming" screen. Click "Cancel" if you're the meeting organizer and decide to cancel the meeting.

In order to test this task with multiple users, we have also included a feature whereby the app logs you out if it becomes inactive. To make the app inactive, double tap the home button and swipe the app upwards. Then open a few other applications so that the app is removed from memory and finally open the app up again. You should be on the login screen. You can login as a different user here and send yourself meetings or view and respond to meetings for that user.

Task 3 – View historical meeting data to track behavior

On the the "Dashboard" tab, view graphs detailing your meeting behavior. You can select a time frame by tapping on the given time frames under the line graph. The line graph shows the number of hours you've spent in meetings over the selected time frame. The circle graph in the upper right shows the number of hours you've spent in meetings in the last time frame, and the arrow in the upper left shows the change in hours spent in meetings over the last time frame to the current time frame.

Limitations:

Meet is almost fully functional except for a few minor limitations:

First, in the current version of meet, historical meeting data is hard coded into our backend to show the utility of using the app over an extended period of time in the prototype.

Second, the "add from contacts" pop-up screen uses the new default Apple contact selector. As such, it doesn't completely match the theme of our app. Note: Apple's new contact selector is a new feature and has some bugs in addition to hiding users without phone numbers. Ideally, we would implement our own contact selector from scratch that wouldn't show those contacts and would have functional search, but we decided to prioritize other features since Apple's contact selector works well in most cases. Also, since this is the only way to add attendees to your meetings, your attendees must already be in your phone's Contacts app. Also, one of the main benefits of pulling users from the Contacts app is that we can display profile pictures. Thus, if you want a profile picture to show up, you must have an associated picture in your Contacts app.

Third, Meet must be run on an iPhone 6 for the optimal experience. Developing for an optimal user interface on different screen sizes would have required a lot of testing for those different sizes and would have required variable user interface spacing constraints. Testing and implementing variable constraints is very time consuming, so we decided to focus on other features.

Finally, the app requires an Internet connection to maintain state. When you're logging in, Meet goes online and checks to see if you're a valid user and then syncs your meetings. Thus, you must have an Internet connection in order to log in. Also, this sometimes causes some lag on the login screen. Ideally, we would have some kind of information while Meet is fetching your data, but we decided to prioritize other features. Once you're logged in, the app is almost fully functional in offline mode, but it will not save to and load from the online database if there is no connection. Thus, our recommendation is to always have an Internet connection when using Meet for the best experience.