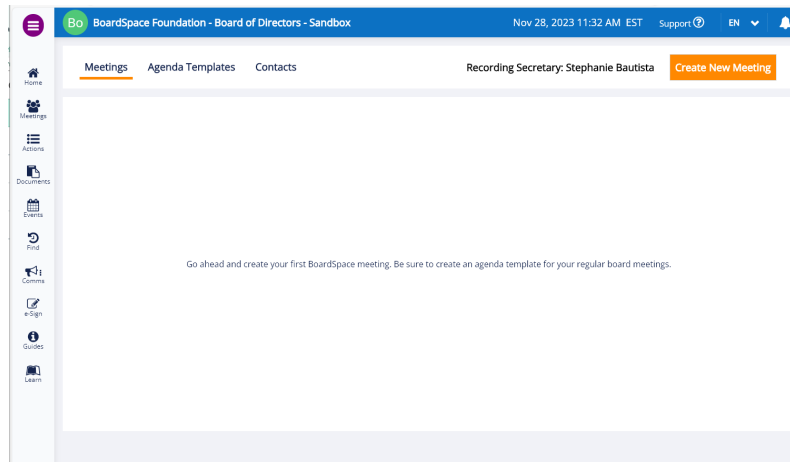


BoardSpace - Heuristic Analysis

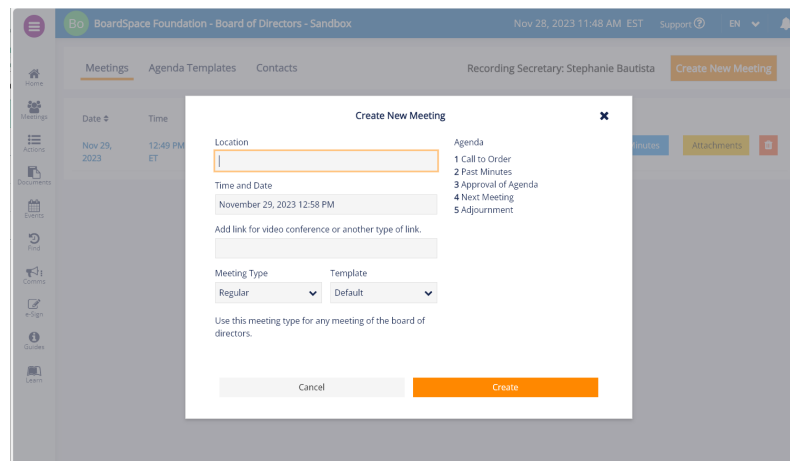
Creating Agendas

-select 'created new meeting'



-select meeting location and template type (small agenda shows on right of window to preview what is included)

-select 'create'



-select 'agenda' to add items/edit items in meeting agenda

-items are already set but can add new items using the '+' icon on bottom left

-NOTE: I initially missed where to add new items b/c my eye was scanning the right side of the screen. Can the '+' sign be made more obvious or elevated in some way?

2.3	Item	0	mins	Select Presenter ▼	☐	Diligent	sub item	☐	
2.4	Item	0	mins	Select Presenter ▼	☐	Boardable	sub item	☐	
2.4.1	Item	0	mins	Select Presenter ▼	☐	Item		☐	
3	Item ▼	0	mins	Select Presenter ▼	☐	What problems are we solving?	sub item	☐	

-to create a sub-item, click 'subitem' on right of screen

Bo BoardSpace Foundation - Board of Directors - SandboxNov 28, 2023 12:01 PM ESTSupport ⓘEN ▼🔔

MeetingsMinutesView/Print AgendaTemplatesCancelSave

Agenda November 29, 2023 12:49 PM ETClick + to add items. Choose module type from dropdown. Edit items in input fields. Reorder items by dragging up or down. Remove numbering by checking box.

				Presenter Name/Role ⓘ			Add (remove) Numbering	
1	Call to Order	0	mins	Select Presenter ▼	☐	Call To Order		
2	Item ▼	0	mins	Select Presenter ▼	☐	What are the main competitors to BoardSpace	sub item	☐
2.1	Item	0	mins	Select Presenter ▼	☐	BoardPro	sub item	☐
2.2	Item	0	mins	Select Presenter ▼	☐	Govenda	sub item	☐
2.3	Item	0	mins	Select Presenter ▼	☐	Diligent	sub item	☐
3	Item ▼	0	mins	Select Presenter ▼	☐	What problems are we solving?	sub item	☐
4	Item ▼	0	mins	Select Presenter ▼	☐	Review project brief and prioritize features	sub item	☐
5	Item ▼	0	mins	Select Presenter ▼	☐	Get any assets.	sub item	☐
+	Add item						sub item	☐

-Note: Once clicked, the new subitem box that was added isn't highlighted. I missed that it had been added to the page and clicked it a few times. The new field only gets outlined once clicked

-Note: When adding multiple sub-items, I initially just clicked the sub-item box right above where I wanted the new item placed. This incorrectly creates a sub-sub item. When I previewed my completed agenda later I realized what had happened and had to go back to edit it all

				Presenter Name/Role ⓘ			Add (remove) Numbering	
⋮ 1	Call to Order	0	mins	Trixie Gale Obr	☐	Call To Order	☐	
⋮ 2	Item ▼	10	mins	Stephanie Baut	☐	What are the main competitors to BoardSpace	sub item	☐
⋮ 2.1	Item	0	mins	Select Presenter ▼	☐	BoardPro	sub item	☐
⋮ 2.2	Item	0	mins	Select Presenter ▼	☐	Govenda	sub item	☐
⋮ 2.3	Item	0	mins	Select Presenter ▼	☐	Diligent	sub item	☐
⋮ 2.4	Item	0	mins	Select Presenter ▼	☐	Item	sub item	☐
⋮ 3	Item ▼	0	mins	Select Presenter ▼	☐	What problems are we solving?	sub item	☐
⋮ 4	Item ▼	0	mins	Select Presenter ▼	☐	Review project brief and prioritize features	sub item	☐
⋮		0	mins	Select Presenter ▼	☐		sub item	☐

+ Add item

-When changes are made, a large button at the top of the screen indicates that they are unsaved.

-NOTE: can changes be autosaved like in Google Docs or Word? Currently users must manually save all changes.

Sandbox

Nov 28, 2023 12:22 PM EST

Support ?

EN ▼

Unsaved changes

Minutes

View/Print Agenda

Templates

Cancel

Save

-once editing is complete and work saved, you can select 'view/print agenda' - this is where I noticed my mistake with sub items and the creation of sub sub items.

-NOTE: clicking the 'edit agenda' button once on the view/print page doesn't work. I got stuck on the page and had to click meetings tab to get back to the main meetings page and back to my agenda

-NOTE: nowhere in edit agenda to add attachments - this is only available in the Minutes page.
Why?

-NOTE: no option to email the agenda to meeting participants in advance - add this feature?

The screenshot displays the BoardSpace Foundation - Board of Directors - Sandbox interface. The top navigation bar includes the BoardSpace logo, the title "BoardSpace Foundation - Board of Directors - Sandbox", the date and time "Nov 28, 2023 12:25 PM EST", a "Support" link, a language dropdown set to "EN", and a notification bell. The left sidebar contains icons for Home, Meetings, Actions, Documents, Events, Find, Comms, e-Sign, Guides, and Learn. The main content area is titled "Meetings" and features three buttons: "Minutes", "Print", and "Edit Agenda". The agenda is for a "Board of Directors - Sandbox" meeting on "Nov 29, 2023 12:49 PM ET" at "Zoom". The agenda items are:

- 1 Call To Order
Start time: 12:49 Presenter: Trixie Gale Obnimaga
- 2 What are the main competitors to BoardSpace
Start time: 12:49 Time: 10 mins Presenter: Stephanie Bautista
 - 2.1 BoardPro
Start time: 12:59
 - 2.2 Govenda
Start time: 12:59
 - 2.3 Diligent
Start time: 12:59
 - 2.4 Boardable
Start time: 12:59
- 3 What problems are we solving?
Start time: 12:59
- 4 Review project brief and prioritize features
Start time: 12:59
- 5 Get any assets.

MINUTES:

-It wasn't initially clear what the selection of names was when I was only scanning the page, which users might do in a hurry.

-NOTE: no indication/prompt for what to do next

-NOTE: there should clearly be a button that indicates the meeting is in session - I guessed the 'call to order' button started the meeting

BoardSpace Foundation - Board of Directors - Sandbox

Nov 28, 2023 12:40 PM EST Support EN

Meetings

View/Print Minutes Attachments Edit Agenda Templates

Agenda

Meeting Details/ Attendance

1 Call To Order

2 What are the main compe...

2.1 BoardPro

2.2 Govenda

2.3 Diligent

2.4 Boardable

3 What problems are we sol...

4 Review project brief and p...

5 Get any assets.

6 AI Options

6.1 Otter AI

6.2 Nyota

6.3 Built in AI

7 Adjournment

Regular Meeting

Board of Directors - Sandbox

Meeting Title

November 29, 2023 12:49 PM Zoom

Present Sort

☐ Diyang Zhou

☒ Stephanie Bautista

☐ Trixie Gale Obnimaga

Select All

Enter Name Add Attendee

BoardSpace Foundation - Board of Directors - Sandbox

Nov 28, 2023 12:40 PM EST Support EN

Meetings

View/Print Minutes Attachments Edit Agenda Templates

Agenda

Meeting Details/ Attend...

1 Call To Order

2 What are the main co...

2.1 BoardPro

2.2 Govenda

2.3 Diligent

2.4 Boardable

3 What problems are w...

4 Review project brief a...

5 Get any assets.

6 AI Options

6.1 Otter AI

6.2 Nyota

6.3 Built in AI

7 Adjournment

Regular Meeting

Board of Directors - Sandbox

Meeting Title

November 28, 2023 04:29 PM Zoom

7 Adjournment

Start time: 04:39 Time: 0 mins

Meeting in progress

Adding a 2nd person to adjourn a meeting is optional.

Moved by Stephanie Bautista Seconded by Diyang Zhou

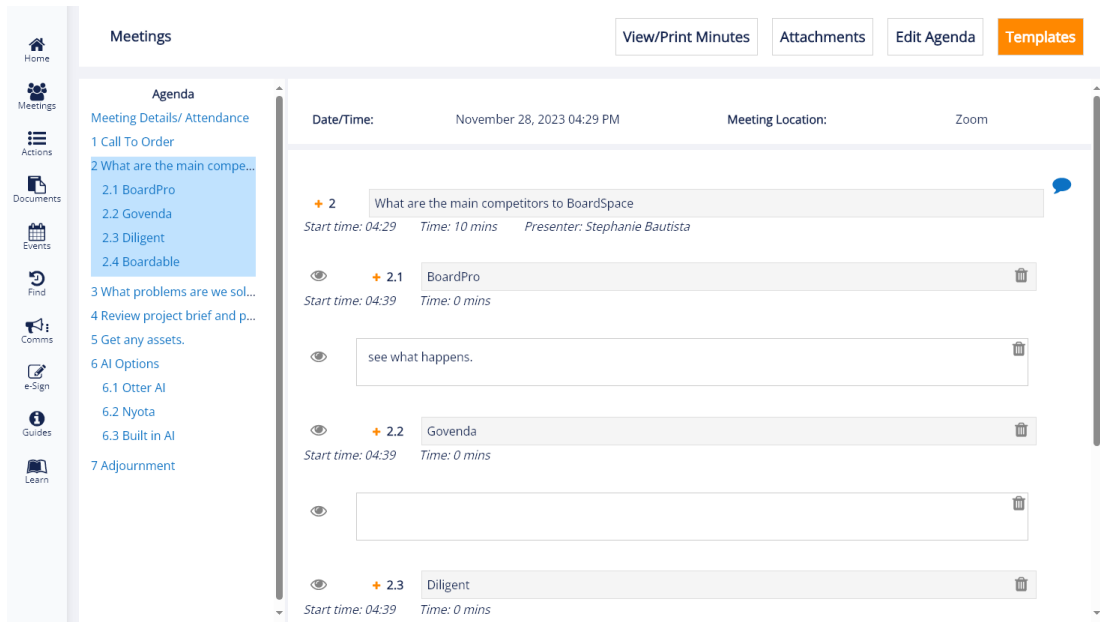
Close Meeting

Options for adding signatures to minutes.

Handwritten signatures ☐ Add e-Signatures to approved minutes..

-not clear initially on how to take meeting minutes: What is the comment bubble on the side for? What does the eye icon mean?

-NOTE: include a text prompt or tool tip when users hover over each icon



-can view/print minutes from the button

NOTE: maybe users aren't adjourning meetings b/c it doesn't seem required - place an asterisk next to it

