

Sakai UX Group Meeting Agenda and Notes

Meeting Details	Wednesday, October 3, 2018
Meeting Purpose	To meet monthly to discuss usability and user experience topics relating to Sakai
Desired Outcomes	• A clean format and list of priorities for this meeting • An alternative date for next month's meeting • An update on the SWITCH work • An update on the Duke work
Attendees	• Shawn F. (Western University) • Jolie Tingen (Duke) • Kyle Blythe (NYU)
Regrets	Wilma

Agenda

Agenda Items	Presenter	Amount of Time
Discuss the meeting format	Shawn	10 minutes
Reschedule November meeting because of Sakai Virtual Conference (November 7th)	Shawn	2 minutes
Discuss recent SWITCH work	Shawn	10 minutes
Share updates from Duke about UX Testing	Jolie	10 minutes

Meeting Notes

Topic	Highlights of Discussion	Decisions and Action Items
Summary of recent work in Sakai Master	• Looked at nightly Sakai Master • Looked at recent changes: ○ new colours; ○ primary/secondary action buttons; ○ new footer design; ○ synoptic calendar redesign; ○ Manage Overview feature • More work to come	
Duke Web Services Update	• Working on reviewing Lessons and recommendations coming soon	
Meeting format	• New meeting notes format • Jolie and Shawn will co-lead this group in place of Wilma • Having the Sakai UX calls follow the Apereo Teaching and Learning calls has brought in additional attendees for the Sakai UX call • We'll increase promotion of this group to try to get new faces to join and participate • "UX" labels on Jira issues could help identify which issues need specific UX testing	Decided to continue to hold the meeting monthly at 11am on Wednesdays because it follows the Apereo T&L call
Duke UX Testing	• Forums project and UX testing ○ Topics, conversations, and discussions structure ○ Naming: Forums, Discussions, Categories, Groups ○ Organize functions • Duke's UX testing process ○ Held at a campus coffee shop during a busy time with lots of potential participants around to ask ○ Offers free coffee :) ○ Weekly dedicated scheduled time ○ Has conducted first test last week and will report back on future testing ○ Will eventually publish their process for other institutions	

	to use • NYU's UX testing ◦ Lightweight testing in faculty offices and student areas • Testing at the community level vs locally at our institutions ◦ We need to test with real end-users, so institutional testing is probably better with instructors and students than community testing with community members ◦ Sakai community members are too close to the product and won't make the best testers	
Next month's meeting	• Scheduled for November 7th, which is the Sakai Virtual Conference day • Proposed moving the meeting to the following week	Decided to move it to the following week: November 14th Shawn - have Wilma update the event in the Sakai community meetings calendar