



Guiding Special Collections Users through Multiple Discovery Platforms

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For: Boston Public Library

Handover Summary/Debrief
BSI UX Capstone Project
SI 407/487
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Meeting Agenda

We have a final client meeting on April 25 from 4 to 4:40 PM. The meeting will focus on wrapping up the year by debriefing and reflecting on our project as well as walking our client through the materials that we will be sharing with them. To help guide this meeting, the agenda is as follows:

- 4 - 4:05 PM: Catching up (casual conversations)
- 4:05 - 4:25 PM: Walk through materials that we are handing over. Field any questions
- 4:25 - 4:40 PM: Final debrief and reflection of the year

Following the meeting we will be sending an email that includes all of the materials that we went over in the meeting.

Discussion

- Went through each of the folders in our Google Drive and explained the materials available (were happy with content available in reports)
- Showed Figma files and annotations
 - Agreed to send over screenshots or screen recorded video of the Figma and FigJam materials to ensure BPL has all of the images and research findings
- Meia already implemented one of our design solutions
- No additional questions

Feedback

- Screen capture + documentation in terms of sharing Figma content
- Kathlen and Eve will copy materials from our shared drive to their own drives and download materials
- Even if they aren't able to immediately put our designs into practice, they are incorporating them wherever and whenever they can
- Shared that they were happy with our work throughout the year and will continue to implement what they can in the future

Resources Shared

As stated, we will be sharing our materials after the meeting. The materials that we plan to hand over are everything in our shared Google Drive folder. Our client specified that they would like all materials relating to the project to refer back to in the future. Therefore, our

clients will have access to all materials relating reports, research, and design. The key materials that we will be emphasizing are:

- [Comprehensive Final Report](#)
- [Figma Prototype & Multiple Fidelity Wireframes](#)
 - [Final User & Interaction Flows](#)
- [Final UX Specification - Google Slide](#)
- Various Progress Reports:
 - [Project Planning Report](#)
 - [Research Plan, User Study Design & Materials](#)
 - [Research & Requirements Report](#)
 - [Design Report & Interactive Prototype](#)
 - [Evaluation Study Report](#)
- [Design Ideation FigJam](#)
- Research:
 - 1st Phase
 - [1st-Round Usability Testing Study Design](#)
 - [Survey Study Design](#)
 - [1st-Round Usability Testing & Survey Data Spreadsheet](#)
 - 2nd Phase
 - [1st-Round Qualitative Assessment Study Design](#)
 - [1st-Round Qualitative Assessment Data Spreadsheet](#)
 - 3rd Phase
 - [Study Designs](#)
 - [2nd-Round Usability Testing & Qualitative Assessment Data Spreadsheet](#)