Meeting Notes

Ask Donna and Sheryl:

1. Find out about networking at the museum
   1. How are we going to send out reports without internet? Do we export info to a file and then put them on a flash drive?
   2. **Is there a wireless network?**

yes- it is now password protected so kids dont take advantage of it. Having it on site is fine, right in the lobby (entrance area). They have a few touchscreens

* + 1. If so does it require a password? or is it publicly accessible
    2. Is setting up private subnets possible?

1. **Is it required that this work on mobile phones *and* tablets or *just* tablets (tablets as in devices set up as kiosks)**
   1. **Main point here is that working with mobile phones requires people to connect to the network, pre set up kiosks let us set them up**

Are they planning on setting up desktops, or just using tablets? they are willing to get the tablets, but we have to tell them whats going to work best. freestanding touchscreen on stand thats handicap accessible. They are going to send links to items that they look at. They could make a trip out here, wooh hoo! They will put together a packet of information. Its good to see what other museums are using (other kiosk images) and a list of survey questions (maybe widdle them down if there are too many)

1. What is the exact demographic information that we need to collect.
   1. Will there be kiosks at each exhibit with potentially different questions, and a kiosk at the front desk for general visitor information? Or will there only be one kiosk at the front desk for the entire museum?
2. Is there a different survey per exhibit or one survey that is museum wide for mostly demographic information
3. How configurable must the survey(s) be?
4. How do you want to view the data? CSV? Through the web app (pretty graphs)?

what they have been thinking

1. Mission of childrens museum: ties in what’s going on within schools.
2. example: water room - teaches principles of water
3. not every exhibit has the same age target
4. They want to know what exhibits are like and why they like it.
5. what are the ages of the children that are liking the exhibits so that they cover all the bases for the target audience
6. strong has similar goals but are different
7. 56000 visits a year, 12000 on school visits, 2000 museum members
8. they have special events where they bring in 400-600 people
9. they want to know how many people were in their group.
10. need to know if a lot of visits are coming from out of town, where are they coming from? where should they target their advertising.
11. There is a comment section for each visit
12. What are areas do they want to see expanded
    1. bathrooms, exhibits, a new theater
13. Would they be able to add or subtract questions?
    1. They are gonna want a basic survey, but with special event programming will they be able to change it up according to whats going on at that time, while keeping the other questions that are gonna be ongoing.
    2. standard survey separate from special event survey? they think so
14. they want information that is measurable, not too many questions. carefully phrase information so its not too long. there are comment cards, but they need an organized way to collect data
15. her husband is going to help with the question wording
16. Could it be something thats on the kiosk, or could be downloaded
17. They just want to keep it to the museum for now.
18. Is it going to to have a touch screen or a keyboard?
    1. touchscreen is good
19. they are using activeworks for registrations and being able to calculate how many registrations for their camps
20. A lot of programming is targeted towards certain age groups
21. The united way (teaming for technology) supports a group to do IT work for nonprofits ICS
    1. <http://www.unitedwaytriangle.org/t4t>
22. series of questions come in blocks (grouping questions)
23. multiple tablets?
    1. just 1 location.
    2. what about expansion to more tablets?
24. Kids survey and adult survey? we should consider it.
    1. maybe 2 tablets in this case, 1 for kids and 1 for adults (two different heights)
25. If it looks like a test, the kids aren’t going to do it.
    1. dont make it look like gameboy, but a little color would be nice to attract kids
26. Meeting on Tuesday at 5 is good for a regular basis
27. Is lockheed supporting any part of this?
    1. not that he knows of
    2. Tablet will be provided by the discovery center, they will try to find out what they can budget.

Potential types of questions on survey:

1. Checklist - check a number of answers that apply. ie. pick 4 of your favorite exhibits.
2. Scale - from strongly disagree to strongly agree. ie - staff were curteous and helpful
3. Comment - Text box comments
4. Multiple Choice - choose one answer from list. Includes True or False

Look into locking web browsers onto 1 website (kiosk mode)