

Actions to be Taken

Team

- Begin to think about low-fi prototype of UI (PowerPoint, LucidChart)
- Verify that Dr. Ludi and Paul have access to what they need to see in Asana

Paul

- *None*

Meeting Notes

*There will be no meeting on **Thursday 7/3**.*

Think about devices & corresponding identifiers (for check-in)

Paul: Wants prototype of user interface (low-fidelity prototype)

- Vision; doesn't need to be very detailed
- Screenshots (can be PowerPoint, etc..)

"Stripes" explanation

- Design for flexibility
 - Change number of stripes per belt
 - Change color/meaning of stripes
 - Earn multiple stripes in 1 night
- How it works now:
 - Must earn your stripes "in order" (i.e. "form" stripes before "sparring")
 - Traditional TKD
 - All belts receive 4 black stripes and 1 red stripe
 - Black - demonstrate student's knowledge at a belt
 - 1st half form
 - 2nd half form
 - Sparring
 - Kicking/breaking technique
 - Red - test of "Do you know everything?"
 - "time to move on to next belt"
 - Traditional black belt gets 2 red stripes:
 1. remember everything from previous belts
 2. Readiness of technique, and paper has been written, form
 - Tiny ninjas
 - Smaller colored stripes that are more character-based (awarded about once a month or every 4-ish classes)
 - Yellow - listening
 - Red - focus
 - Green - (respect?)

Q&A

- *What is the current check-in workflow for cardio classes (e.g. for "pay-as-you-go" students)?*
 - Students pay each class when they get there, that's when attendance is taken
 - Single-night cash payments are logged on the CC spreadsheet.
- *SMA: If a student is pay-as-you-go, should an admin check in a student upon payment?*
 1. Student arrives, says they want to pay for a class
 2. Admin will take payment, then log payment in the system (similar workflow for other classes)
 3. Prompt admin on whether to check student in?
- *SMA: Will tuition payment (and cardio card punches, for example) be checked when a student checks in?*
 - *Follow-up: How should the system handle a cardio student trying to check in when their card punches have all been used (e.g. should there be some alert/notification that check-in failed? Who will receive/see this notification?)*
 - Indifferent on whether student is actually checked in, but should be flagged/alerted if no credits remaining (log in, but flag as unpaid)
 - Some tablet/screen on the wall outside Paul's office where user checks in
 - Flagged users get notification on screen?
 - Pull a report at the end of the night (who checked in, who hasn't paid) → e-mail distribution list
- *SMA: When the system determines that a student's information may be outdated, who verifies this information? Student at check-in? or sent notification to an admin who then consults the student?*
 - Notification to Paul, who then verifies/updates information
 - Information expires a year after being entered
 - Send alert to student via email

Open Questions

- What tasks do you plan to perform using a tablet? Using a computer?