

What did we learn from last week?



Learning Goals for last lecture

- Introduction of Software Engineering
- Process and Team
 - Recognize the Importance of process
 - Understand the difficulty of measuring progress

Administrivia

- Milestone 1: sharing your OneDrive **Folder**
- Posting questions on Piazza: One topic **ONE** thread.



note @25

[Project 1 - Milestone 1] Questions

Hi everyone,

Please post to this discussion for Project 1 - Milestone 1 clarifications.

webapp-milestone1

Lab 1 Questions

Hi everyone,

Please post to this discussion for Lab 1 clarifications.

I also linked the 3 existing questions below:

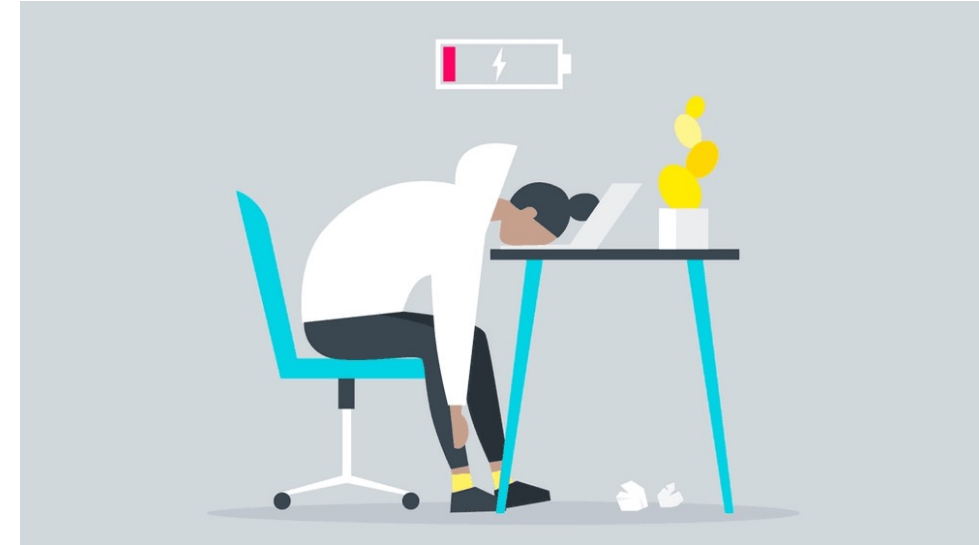
<https://piazza.com/class/ksp0qk5ia804mx?cid=21>

<https://piazza.com/class/ksp0qk5ia804mx?cid=22>

<https://piazza.com/class/ksp0qk5ia804mx?cid=23>

Changes in teams

- Be prepared for changes -- members/roles/responsibilities. Record the changes.
- Ask for accommodation



Announcing CARTE student initiatives:

- 1- **AI/ML research drop-in clinic:** Students can book a free 30-minute slot through [here](#) with our research associate, Alex Olson, who would provide guidance on experimental design, literature, and technical tools.
- 2- **Analytics/AI/ML Student CV Bank:** Master of Engineering students looking for M.Eng projects can send their CVs to CARTE's assistant director, [Somayeh Sadat](#), to be added to the CV bank. This CV bank is accessible to CARTE [faculty affiliates](#) who might use it to find students for their research projects. MASc and PhD students looking for additional research projects can also send us their CVs, provided that they first ask for permission from their supervisors. Undergraduate students looking for summer projects are welcome to submit their CVs too.
- 3- **MITACS Internship opportunities in Analytics/AI/ML:** We announce new internship opportunities on a bi-weekly basis on [our website](#) and through our email list.
- 4- **Information on access to cloud computing resources:** We've compiled relevant information for students [here](#).
- To stay informed about our other services, including industry speaker seminars, conference debrief sessions, and other research or employment opportunities, please make sure that you [subscribe](#) to our email list. You can also follow us on social media ([LinkedIn](#), [Facebook](#), or [Twitter](#)) for announcements of relevant events across the university.

SURVEY RESULTS!



Logistics -- Office Hours

Wed 5:15-6:15pm

Zoom

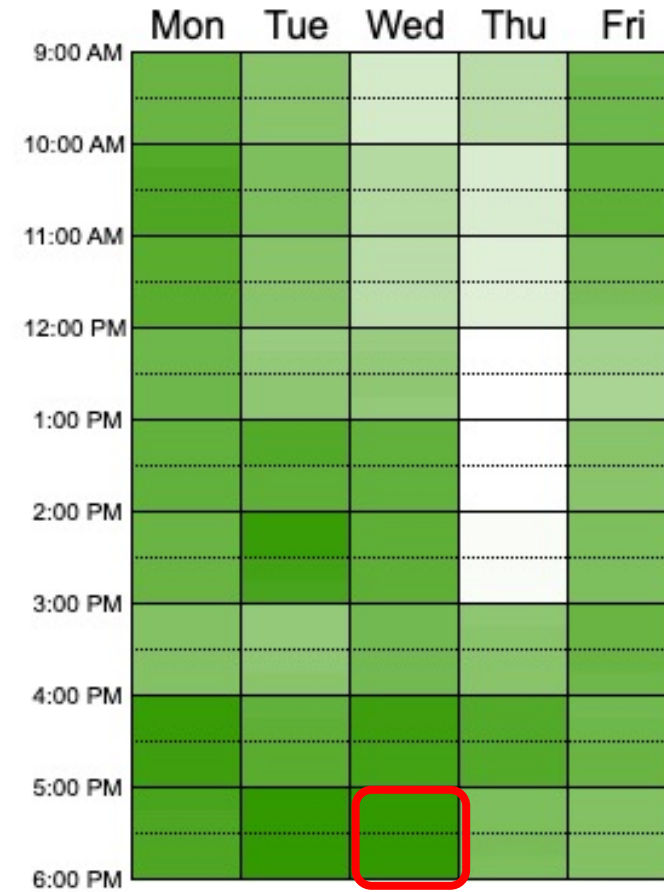
Others by appointment



Group's Availability

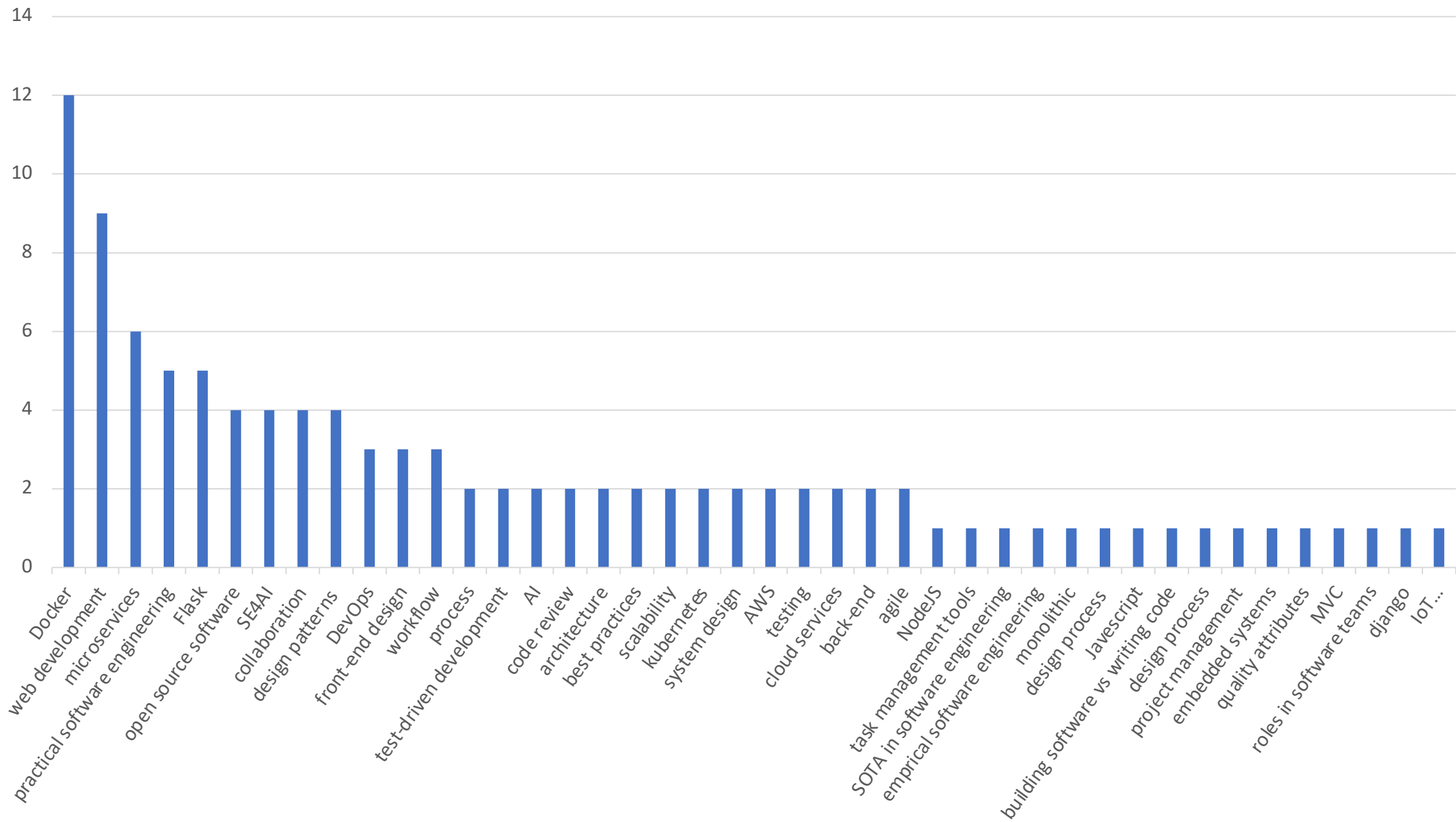
1/68 Available  39/68 Available

Mouseover the Calendar to See Who Is Available



Why did you pick this class?

- I am interested in pursuing a career as a software engineer.
- To learn more about software development in real-world application
- To learn more about agile workflow and new skills for fulltime employment
- Learn about best practices in software engineering and web development
- To better understand how to work in larger groups to create and maintain large projects.
- How to build reliable software updated and maintained with convenience.
- Formally learn about design patterns
- Learn about the workflow and architecture of designing a web application
- I love software engineering!
- Interested to learn more about the processes of creating software applications beyond the technical aspects of them.



Online lab **only** for...

- Wednesday 22-Sep
- Wednesday 29-Sep



Software is everywhere

Software glitch cost Hamilton victory - Mercedes

25 March 2018

MERCEDES

AUSTRALIA

HAMILTON



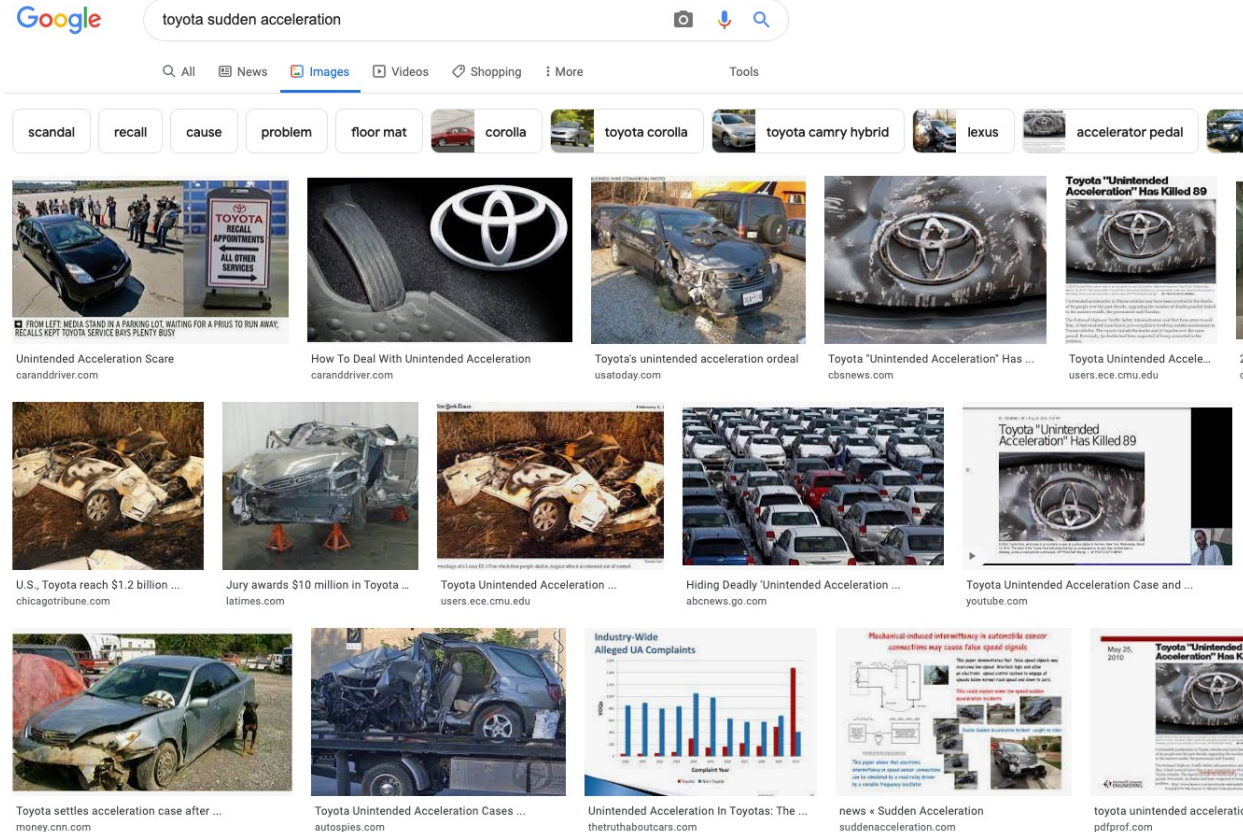
The software the team has used for five years to simulate such scenarios had generated the incorrect figures, consigning Hamilton to a second-place finish behind Vettel's Ferrari.

"Lewis did nothing wrong - it was down to a software bug or an algorithm that was simply wrong"

Toto Wolff

<https://www.formula1.com/en/latest/article/software-glitch-cost-hamilton-victory-mercedes.6VzyCYpEpaulYsOWYCqYS.html#:~:text=A%20software%20glitch.,season%20opening%20race%20in%20Australia.&text=The%20world%20champion%20immediately%20asked,time%20Mercedes%20had%20given%20him.>

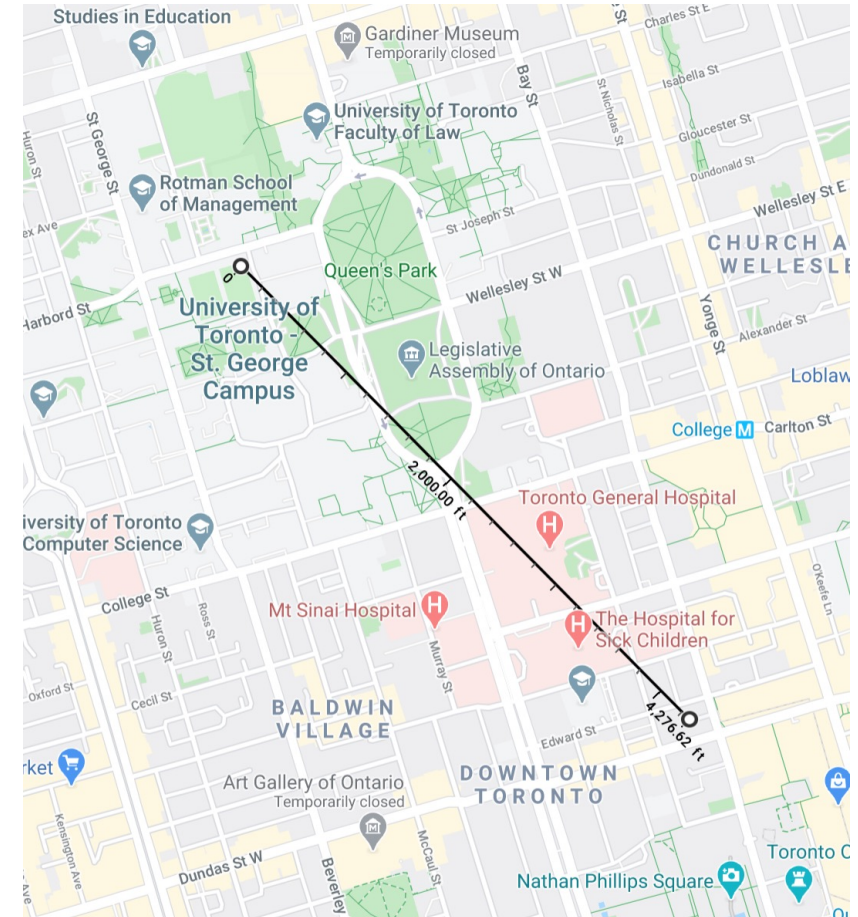
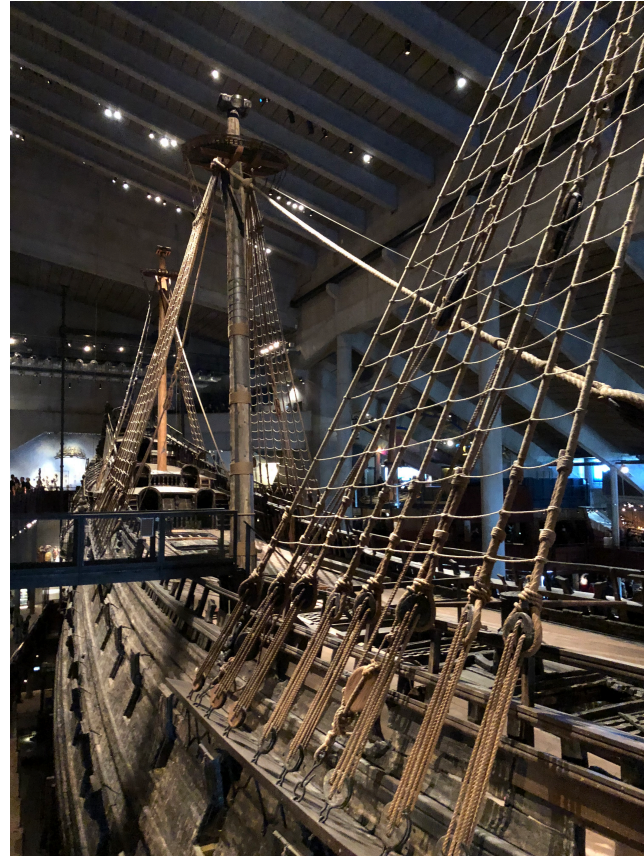
A bad code, a bug could cost more than the victory



Perhaps 89 deaths, hundreds of serious injury lawsuits

- \$1.6B class action settlement
- Jury found system defective – Toyota “acted in reckless disregard”
- Many of issues were SW, but also a HW problem

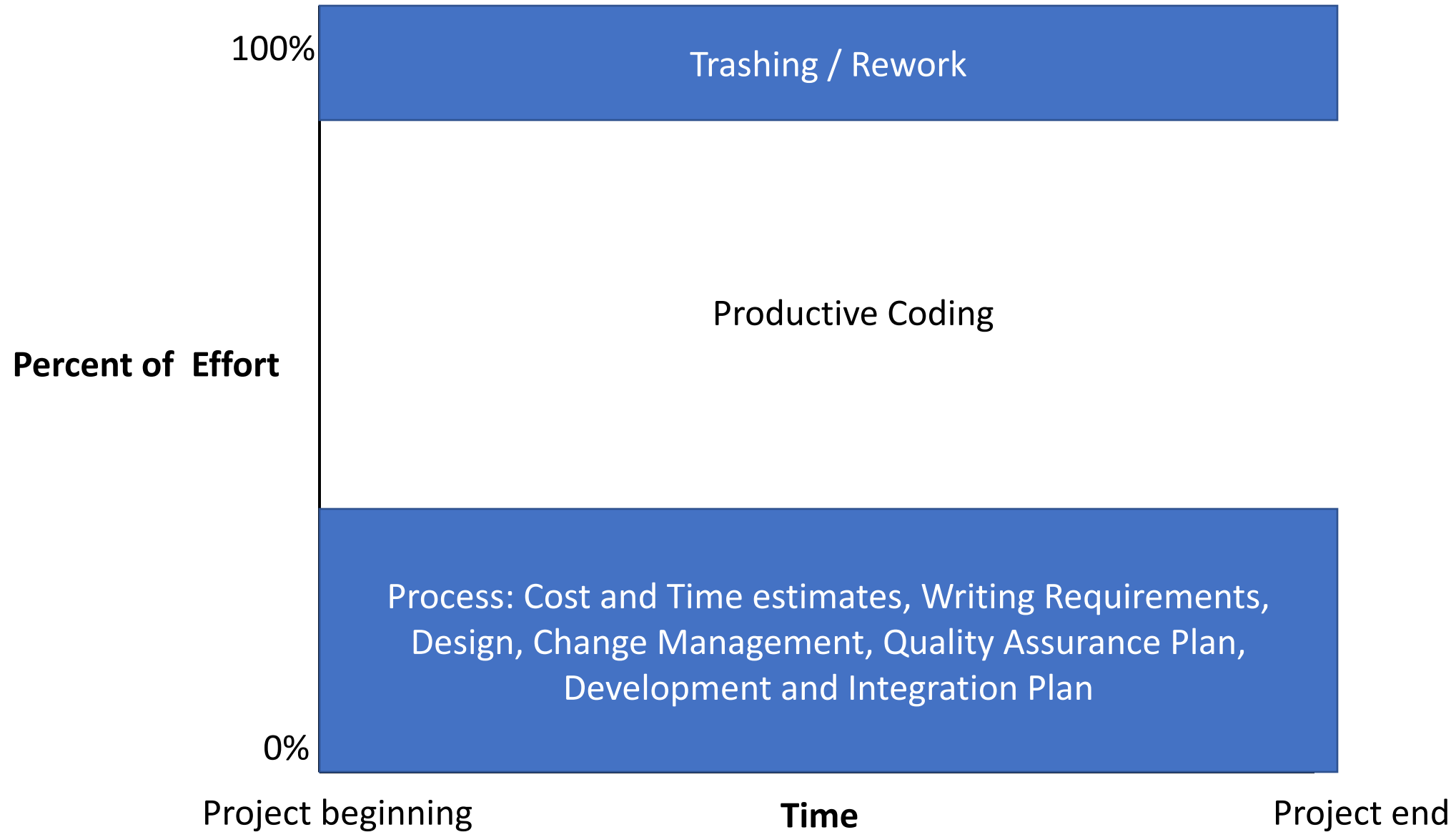
A failure of project management -- Swedish Vasa warship

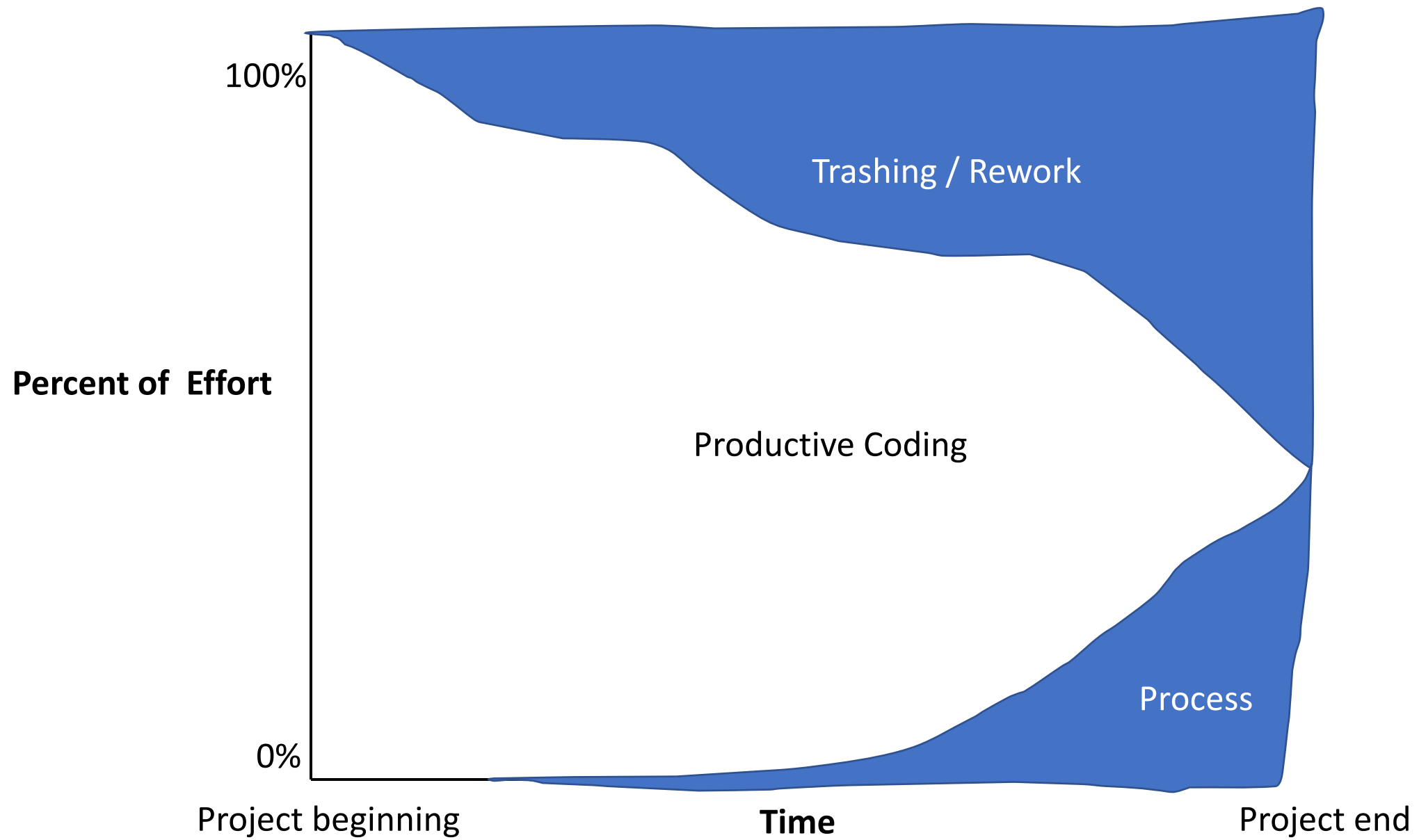


Software Engineering

What is **engineering**? And how is it different from
hacking/programming?

PROCESS IS IMPORTANT





Survival Mode

- Missed deadlines -> "solo development mode" to meet own deadlines
- Ignore integration work
- Stop interacting with testers, technical writers, managers, ...

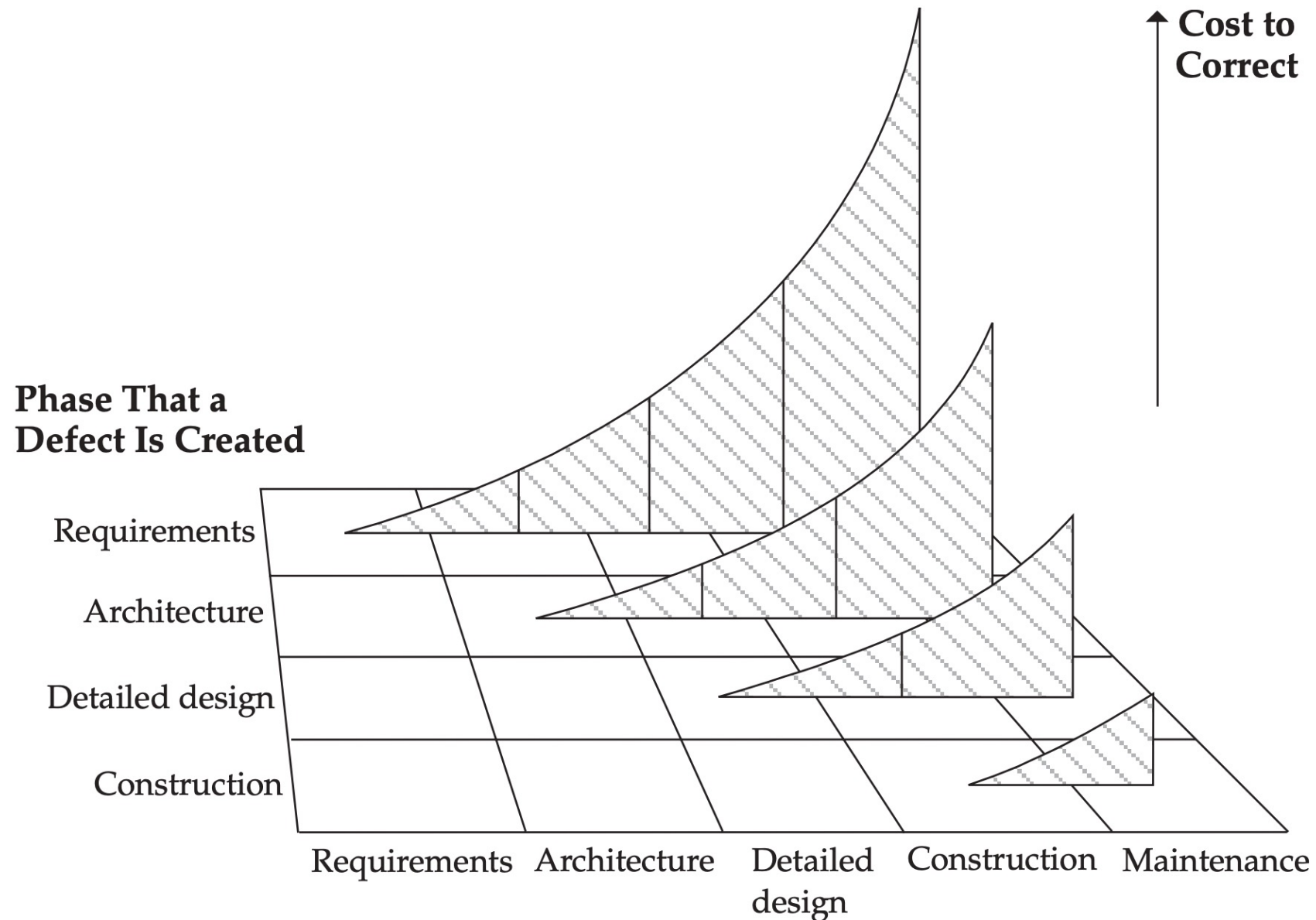


Example of Process Decisions

- Writing down all requirements
- Require approval for all changes to requirements
- Use version control for all changes
- Track all reported bugs
- Review requirements and code
- Break down development into smaller tasks
- Planning and conducting quality assurance
- Have daily status meetings
- Use Docker containers to push code between developers and operation

How to develop software?

1. Discuss the software that needs to be written
2. Write some code
3. Test the code to identify the defects
4. Debug to find causes of defects
5. Fix the defects
6. If not done, return to step 1



Phase That a Defect Is Corrected



HOW LONG WILL
YOUR PROJECT TAKE
IF I ADD TWO PEOPLE?

Dilbert.com DilbertCartoonist@gmail.com



ADD ONE MONTH
FOR TRAINING, ONE
MONTH FOR THE EXTRA
COMPLEXITY, AND ONE
MONTH TO DEAL WITH
THEIR DRAMA.

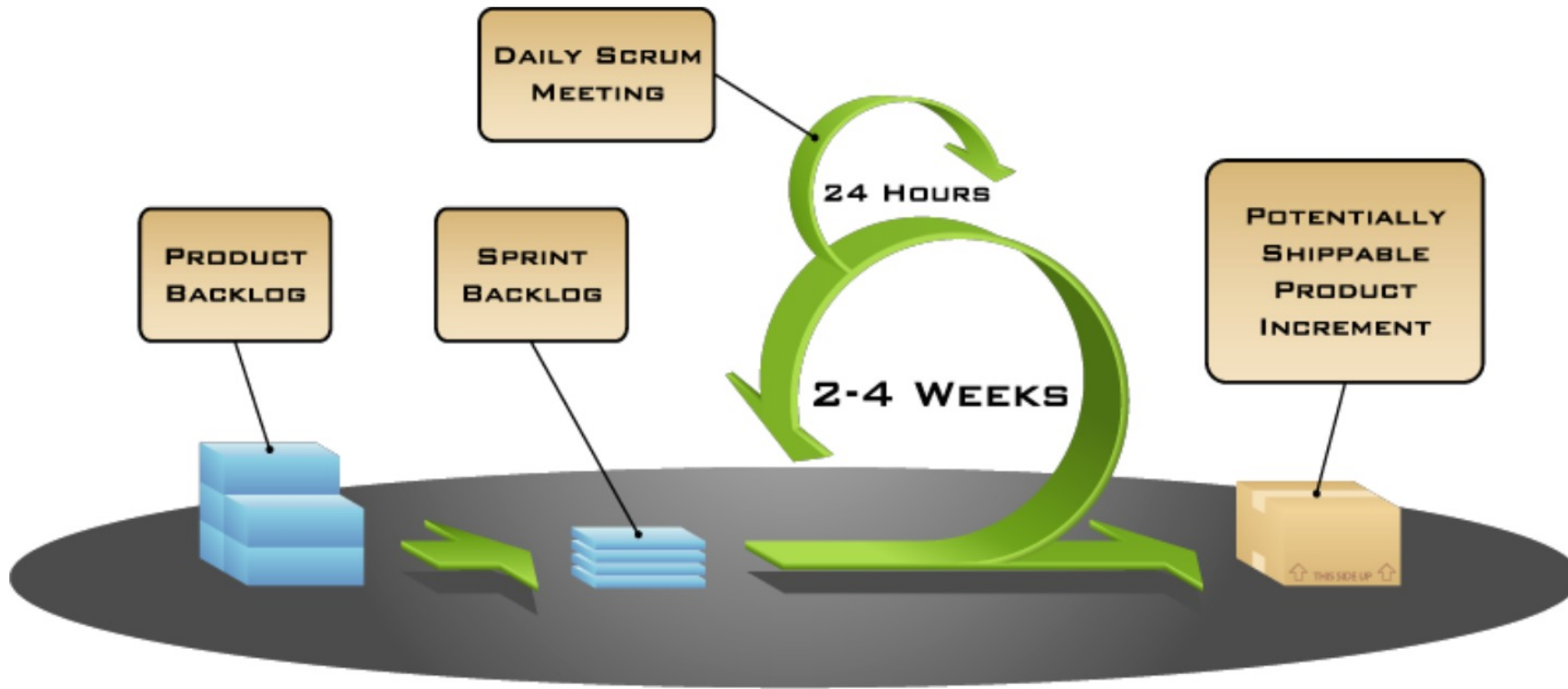
4-29-10 © 2010 Scott Adams, Inc./Dist. by UFS, Inc.



BUT
AFTER
ALL OF
THAT...

THEY'LL BE
AS USEFUL
AS THIS
MEETING.

Brief intro to Scrum



Project 1 – Milestone 1 Team Workflow

- The team workflow is a document that outlines team roles. It also gives us information about organizational issues, like team meeting times. This helps us send course staff to aid you and helps us to follow your progress.
- The main purpose of this document is to give you some rules for team process, management, tracking, and goal setting. As a general rule, groups work pretty well in this course. However, any good working group will have some measurements in place if something goes awry.

ECE444: Software Engineering

Case Study

Shurui Zhou



The Edward S. Rogers Sr. Department
of Electrical & Computer Engineering
UNIVERSITY OF TORONTO



Flawed analysis, failed oversight: How Boeing, FAA certified the suspect 737 MAX flight control system

March 17, 2019 at 6:00 am | Updated March 21, 2019 at 9:46 am



- One pilot said it was “unconscionable that a manufacturer, the FAA (Federal Aviation Administration), and the airlines would have pilots flying an airplane without adequately training, or even providing **available resources and sufficient documentation** to understand the highly complex systems that differentiate this aircraft from prior models”

<https://www.theverge.com/2019/5/2/18518176/boeing-737-max-crash-problems-human-error-mcas-faa>

<https://www.seattletimes.com/business/boeing-aerospace/failed-certification-faa-missed-safety-issues-in-the-737-max-system-implicated-in-the-lion-air-crash/>

Learning goal

- Understand issues around the Boeing 737 Max problems, and discuss how to avoid them
- Consider real and hypothetical solutions, and discuss when they are appropriate

Some background...

- MCAS: Maneuvering Characteristics Augmentation System
- Why was it necessary?
 - Airbus was/is grabbing market share with more fuel efficient engines that didn't otherwise require changes to plane, training.
 - The Boeing 737 fuselage (first flight: 1968!) is closer to the ground than the equivalent Airbus 330. Bigger engines don't fit.
 - To make them fit, they mounted the engines farther up the plane.
 - ...but that changed the aerodynamics in a way that could lead to stalls in unusual situations.
 - MCAS: designed to detect those situations and automatically correct for them, without requiring additional pilot training.

Safety Analysis

- Understated the power of the new flight control system, which was designed to swivel the horizontal tail to push the nose of the plane down to avert a stall. When the planes later entered service, MCAS was capable of moving the tail more than four times farther than was stated in the initial safety analysis document.
- Failed to account for how the system could reset itself each time a pilot responded, thereby missing the potential impact of the system repeatedly pushing the airplane's nose downward.
- Assessed a failure of the system as one level below “catastrophic.” But even that “hazardous” danger level should have precluded activation of the system based on input from a single sensor — and yet that's how it was designed.

Activities

- **The Facts:** create a list of as many facts about the Boeing case as you can come up with.
- **Relationship Between Facts:** identify as many relationships between facts as you can
- **Takeaways**

#Facts#

- ① tech error.
- ② improper training
- ③ only one sensor
- ④ Improper Comm.
- ⑤ FAA false info ← Boeing
- ⑥ Boeing certify own works
- ⑦ in a rush. (Boeing vs. Airbus)
- ⑧ Frequent update on Doc. (limits)
- ⑨ Misclassification of error
- ⑩ FAA lack resources
- ⑪ skip review of doc.

(12) Boeing ↑ sale

for control the flight

- ⑫ Software bug. constraint.
- ⑬ MCAS reset unlimited times.
- ⑭ (X) Assumption. on pilot.
- ⑮ inconsistency system update & doc.
- ⑯ Boeing ↑ authority ← FAA lack \$
- ⑰ Boeing ↑ sale.
- ⑱ MCAS too much power for control the flight
- ⑲ poor doc.
- ⑳ Manager too much power
- ㉑ 2 crashes.

② inaccurate limit. fail movement.

② too much pressure for managers.

② safety eng. rush.

② Boeing & FAA split task of assessment.

② first time auto-control w/o interaction w/ pilot.

②

(Org.)

(Stakeholder)

(key \$)

(credit)

Boeing

Manager

Customers

pilots, & test pilots

Major share holder

SDE

Suppliers

FAA

Govern. Reg. Authority

General public

Manufacture

Safety eng.

Manager

(assessment)

Standards
Management (↑ Regulation by FAA)

Doc. updates / inconsis. → google docs (?)

↑ funding for FAA

Better estimation. (Boeing / FAA)

Supplies SDE be aware of. (limit of MCAS)

enough test.

Avoid COI.

over write

2 sensors.

ownership.

boundary of resp.

limits

def clearly.

google docs (1)

FAA)

MCAS)

resp.

by

actually training and users
prioritize Qual. attributes.

Risk Matrix

Severity Likelihood	Minimal 5	Minor 4	Major 3	Hazardous 2	Catastrophic 1
Frequent A					
Probable B					
Remote C					
Extremely Remote D					
Extremely Improbable E					*

High Risk
Medium Risk
Low Risk

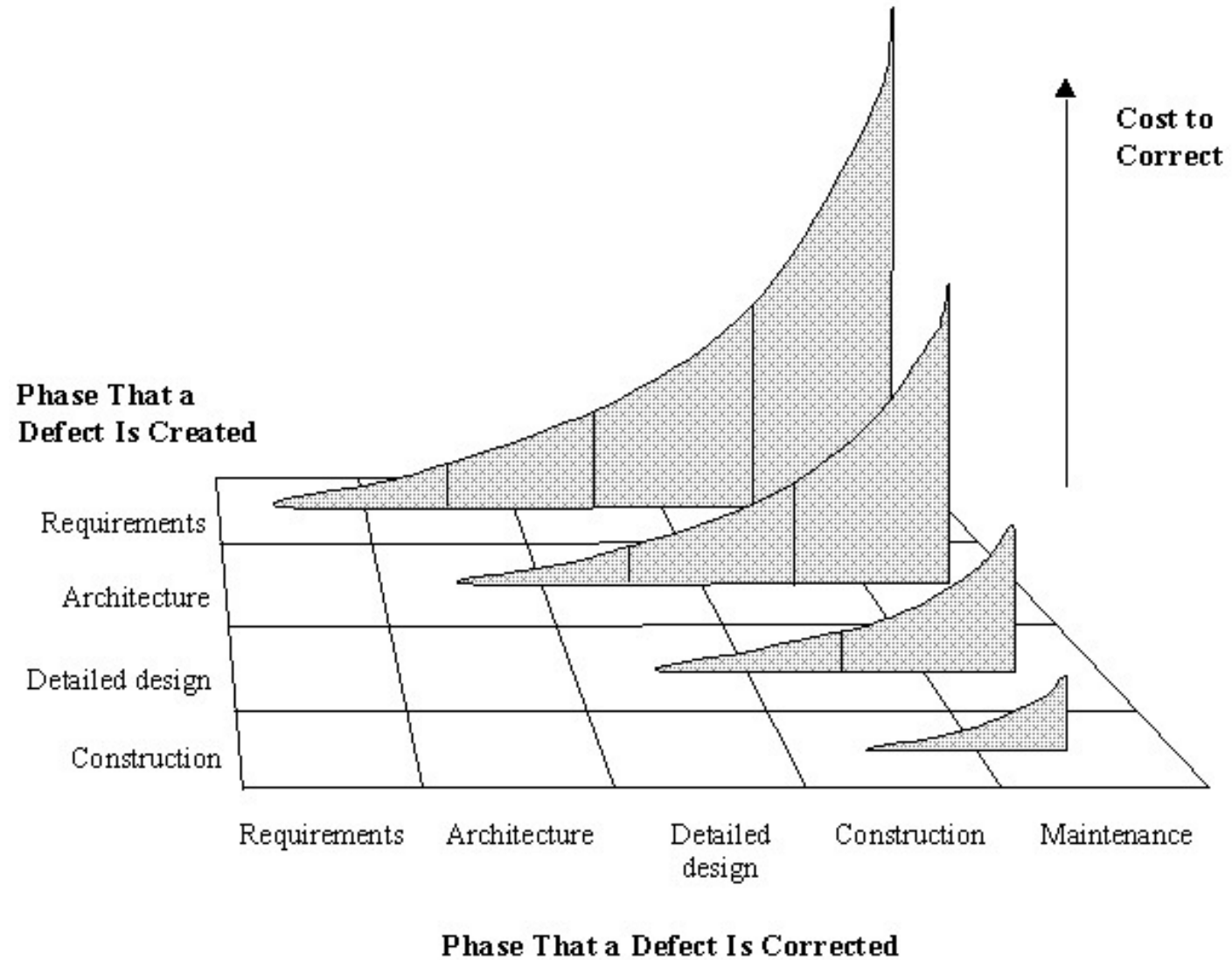
* Unacceptable with Single Point and/or Common Cause Failures

Requirements 1: Overview and Concepts

ECE444 Software Engineering (Fall 2021)



The Edward S. Rogers Sr. Department
of Electrical & Computer Engineering
UNIVERSITY OF TORONTO

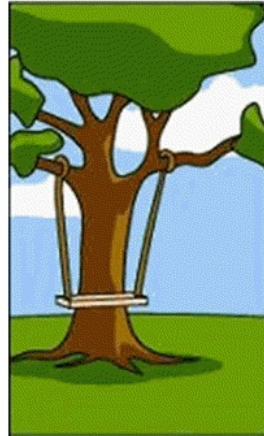


**Just a
reminder...**

Copyright 1998 Steven C. McConnell. Reprinted with permission
from *Software Project Survival Guide* (Microsoft Press, 1998).



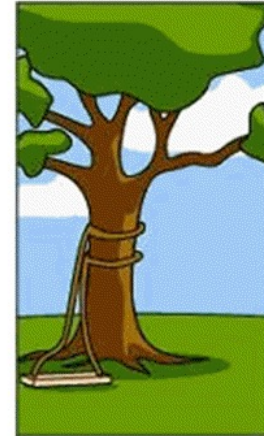
How the customer explained it



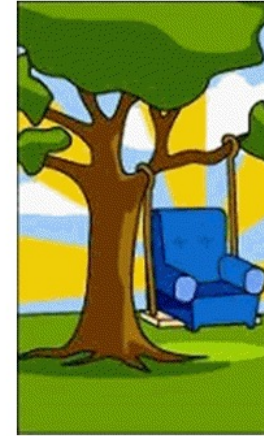
How the project leader understood it



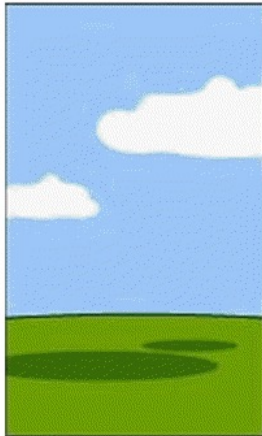
How the engineer designed it



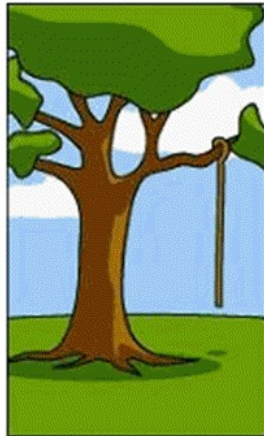
How the programmer wrote it



How the sales executive described it



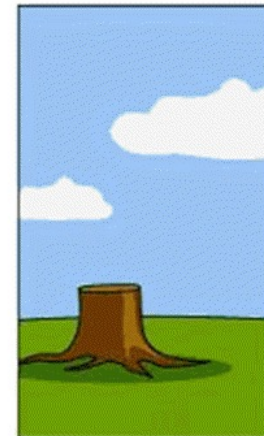
How the project was documented



What operations installed



How the customer was billed



How the help desk supported it



What the customer really needed

Learning Goals

- Explain the importance and challenges of requirements in software engineering.
- Explain how and why requirements articulate the relationship between a desired system and its environment.
- Identify assumptions.
- Distinguish between and give examples of: functional and quality requirements; informal statements and verifiable requirements.
- State quality requirements in measurable ways

Bad Requirements

Good Requirements



<https://www.softwareone.com/en-ca/blog/articles/2020/03/11/equirements-engineering-documentation-of-requirements>

Overly simplified definition...

Requirements say what the system will do (and not how it will do it).

Communication problem

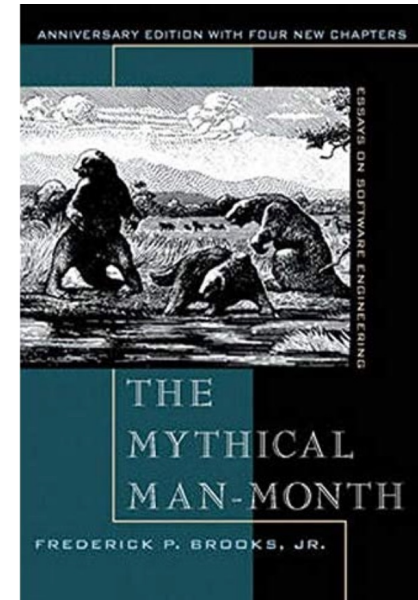
Goal: figure out what should be built.

Express those ideas so that the correct thing is built.



Fred Brooks, on requirements

- *The hardest single part of building a software system is deciding precisely **what to build**.*
- *No other part of the conceptual work is as difficult as establishing the detailed technical requirements ...*
- *No other part is as difficult to rectify later.*

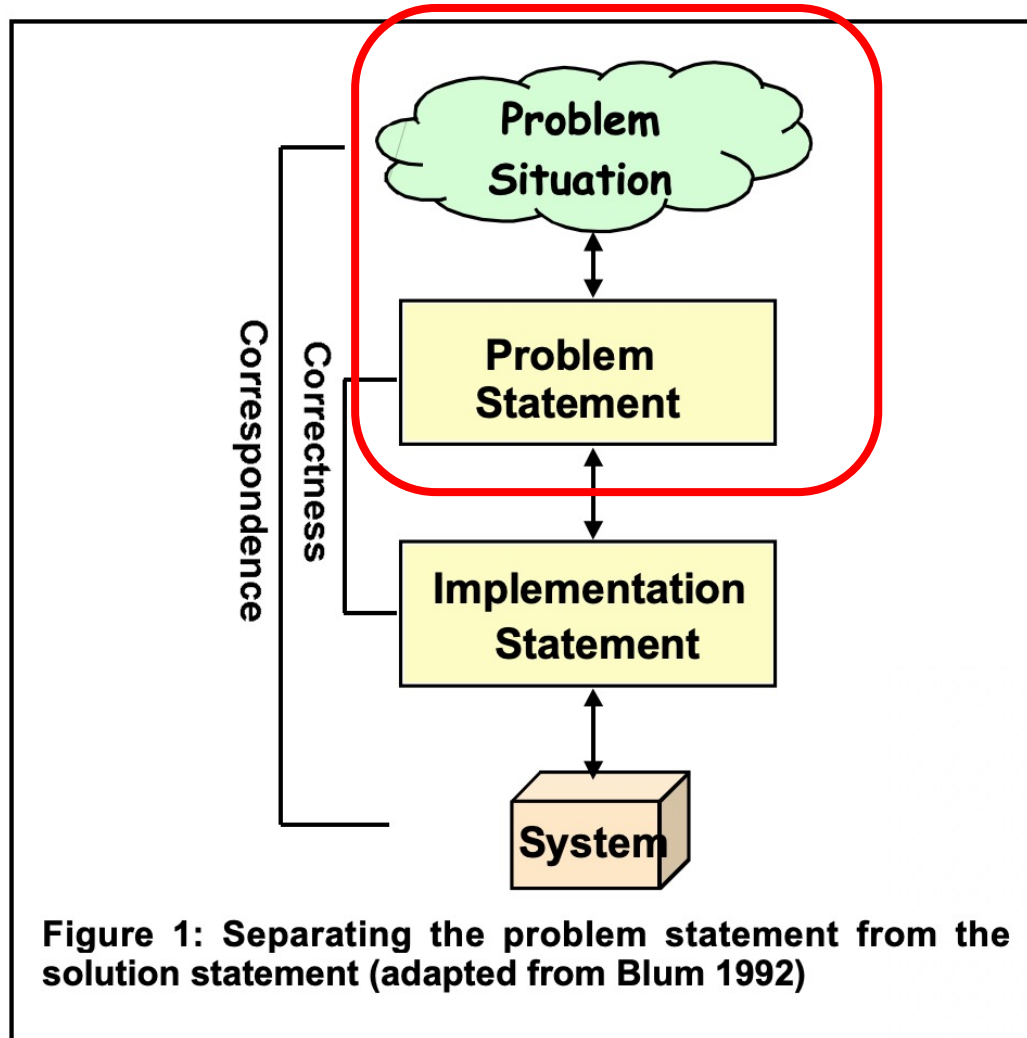


Why is this hard?



Share Your
EXPERIENCE

What is requirement engineering?



Problem: ?

Solution: code, design drawings, system architecture, user manuals, etc

- <http://www.cs.toronto.edu/~sme/CSC340F/readings/FoRE-chapter02-v7.pdf>

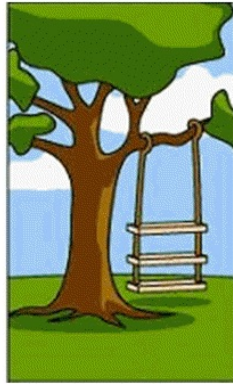
What is requirement engineering?

- Knowledge **acquisition** – how to capture relevant detail about a system?
 - Is the knowledge complete and consistent?
- Knowledge **representation** – once captured, how do we express it most effectively?
 - Express it for whom?
 - Is it received consistently by different people?

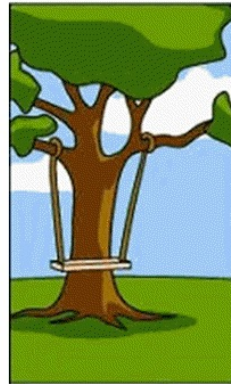
Capturing vs Synthesizing

- Engineers acquire requirements **from many sources**
 - Elicit from stakeholders
 - Extract from policies or other documentation
 - Synthesize from above + estimation and invention
- Because stakeholders do not always “know what they want”*, engineers must...
 - Be faithful to stakeholder needs and expectations
 - Anticipate additional needs and risks
 - Validate that “additional needs” are necessary or desired

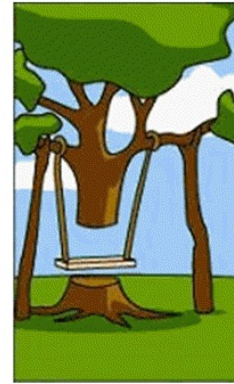




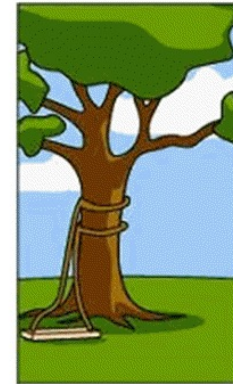
How the customer explained it



How the project leader understood it



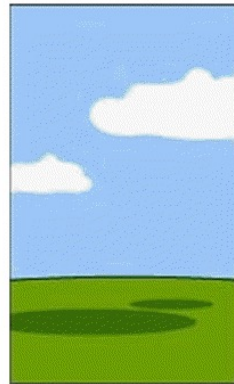
How the engineer designed it



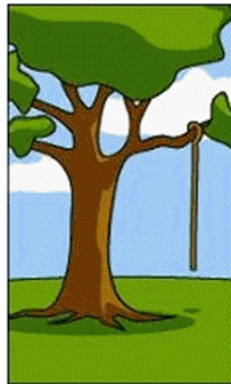
How the programmer wrote it



How the sales executive described it



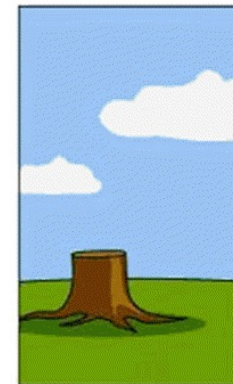
How the project was documented



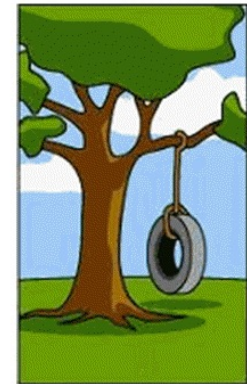
What operations installed



How the customer was billed



How the help desk supported it



What the customer really needed

Just a reminder...

IMPORTANCE OF DEFINING **FUNCTIONAL & NON-FUNCTIONAL** REQUIREMENTS



<https://kodytechnolab.com/functional-requirements-vs-non-functional-requirements>

Functional & Non-Functional Requirements

Functional Requirements: covers the **main functions**.

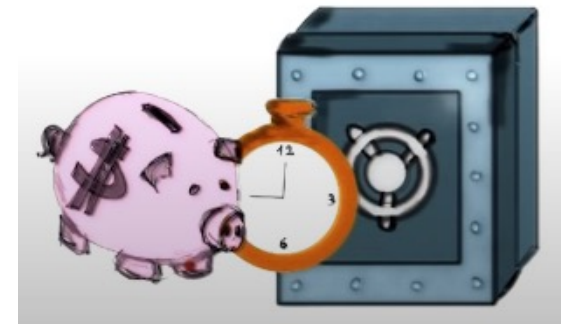
- *user* requirement
- *system* requirement



Non-Functional Requirements

These are the **constrains** on the functions provided by the system.

e.g., performance & security &...



User and System Requirements

User Requirements

- Written for customers
- Usually written in **a natural language**
- No technical details




System Requirements

- Audiences: engineers, system architects, testers, etc.
- Clearly and more rigorously specified
- What the machine should do: Input , Output, Interface, Response to events, ...



UserRequirementsDefinition

The software must provide a means of representing and accessing external files created by other tools.

 SystemRequirementsDefinition

- 1.1 The user should be provided with facilities to define the type of external files
- 1.2 Each external file type may have an associated tool which may be applied to the file.
- 1.3 Each external file type may be represented as a specification from the user's display.
- 1.4 Facilities should be provided for the icon representing an external file type to be defined by the user.
- 1.5 When the user selects an icon representing an external file, the effect of that selection is to apply the tool associated with the type of the external file to the file represented by the selected icon.

Example of User Req. and System Req.

- **UR1: A user of the work-based learning system shall be able to locate the person who is responsible for a document.**
- **SR1: The work-based learning system shall be able to retrieve the name, desk address, telephone number and email id fields of the record of a person responsible for the selected document.**

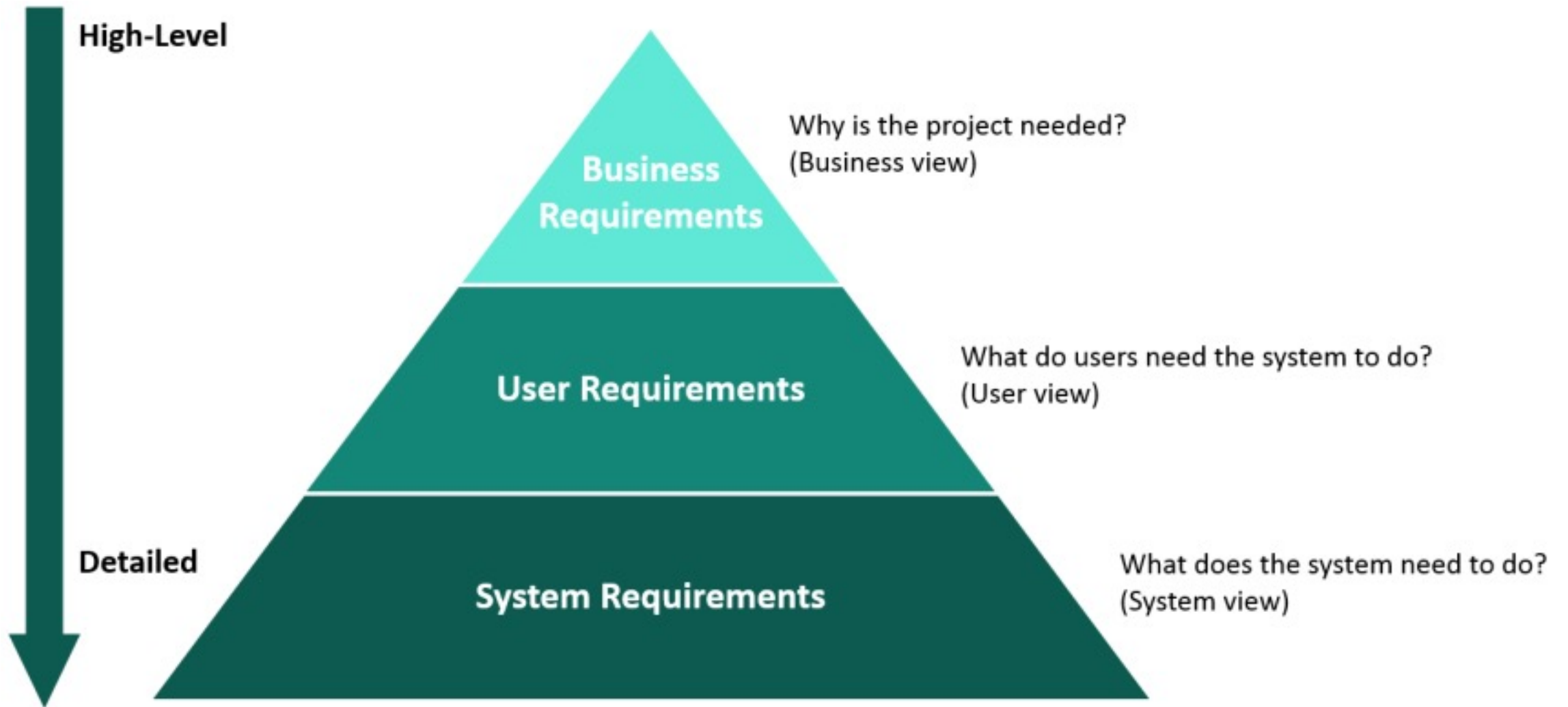
<https://tech-talk.org/2015/02/06/requirement-analysis-in-software-design/>

Which one is UR? Which one is SR?

A user of the work-based social networking system shall be able to control the amount of information about the user that the system presents to the other users like co-team member, group member and external for viewing.

The work-based social networking system shall allow the user to present and hide fields from among the 48 data fields of the record of a person. The system presents these visible fields to the other users, based on three levels entitlements, namely co-team member, group member and external. The fields will be of view type only and not editable.

<https://tech-talk.org/2015/02/06/requirement-analysis-in-software-design/>



<http://www.crvs-dgb.org/en/activities/analysis-and-design/8-define-system-requirements/>

Keyword	Meaning
MUST	This word, or the terms “REQUIRED” or “SHALL”, mean that the definition is an absolute requirement of the specification.
MUST NOT	This phrase, or the phrase “SHALL NOT”, mean that the definition is an absolute prohibition of the specification.
SHOULD	This word, or the adjective “RECOMMENDED”, mean that there may exist valid reasons in particular circumstances to ignore a particular item, but the full implications must be understood and carefully weighed before choosing a different course.
SHOULD NOT	This phrase, or the phrase “NOT RECOMMENDED” mean that there may exist valid reasons in particular circumstances when the particular behavior is acceptable or even useful, but the full implications should be understood and the case carefully weighed before implementing any behavior described with this label.
MAY	This word, or the adjective “OPTIONAL”, mean that an item is truly optional . One vendor may choose to include the item because a particular marketplace requires it or because the vendor feels that it enhances the product while another vendor may omit the same item. An implementation which does not include a particular option MUST be prepared to interoperate with another implementation which does include the option, though perhaps with reduced functionality. In the same vein an implementation which does include a particular option MUST be prepared to interoperate with another implementation which does not include the option (except, of course, for the feature the option provides.)

- <https://www.ietf.org/rfc/rfc2119.txt>

Criteria

Inconsistency: Some requirements contradicts others.

- One end-user wants that the heater be switched-off at the time the temperature of the heating element in the tower rises above some specified value, may be $> 55^{\circ}\text{C}$
- Another end-user under similar circumstance may want the coolant circulation to be switched-on instead of heater being switched-off.

Incompleteness: Some requirements are omitted due to oversight.

- The analyst has not recorded: when temperature falls below 25°C , heater should be turned ON, coolant circulation should be turned OFF.

Anomaly: Is an ambiguity in requirement, several interpretations possible

- When the temperature is high, the heater should be switched-off.

Functional requirements and implementation bias

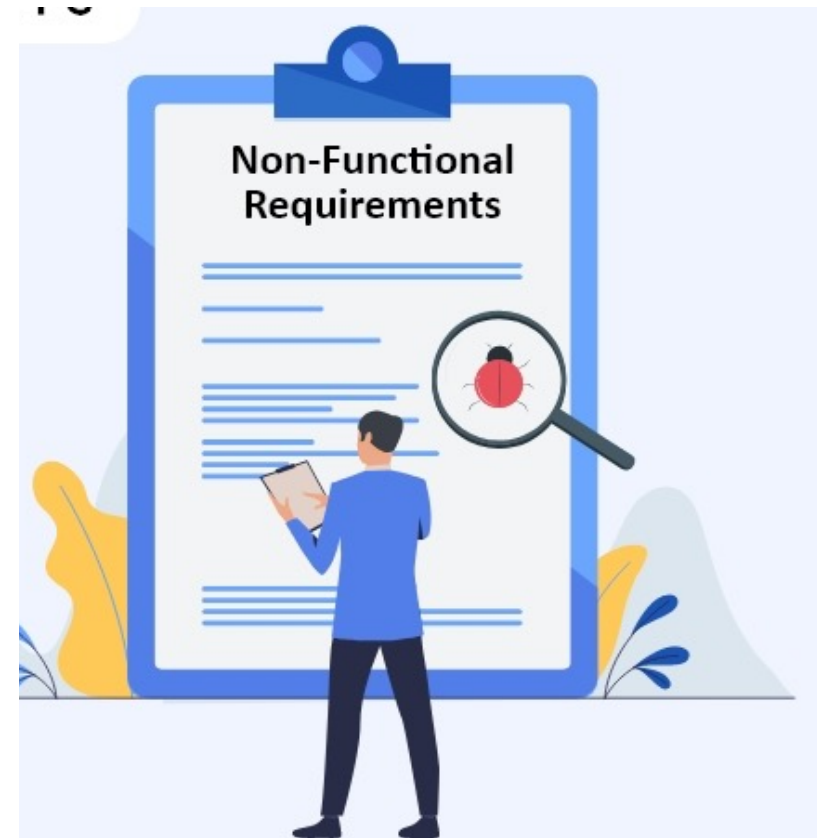
Requirements say what the system will do (**and not how it will do it**).

Why not “how”?



Quality/Non-functional requirements

- Specify not the functionality of the system, but the quality with which it delivers that functionality.
- Can be more critical than functional requirements
 - Can work around missing functionality
 - Low-quality system may be unusable

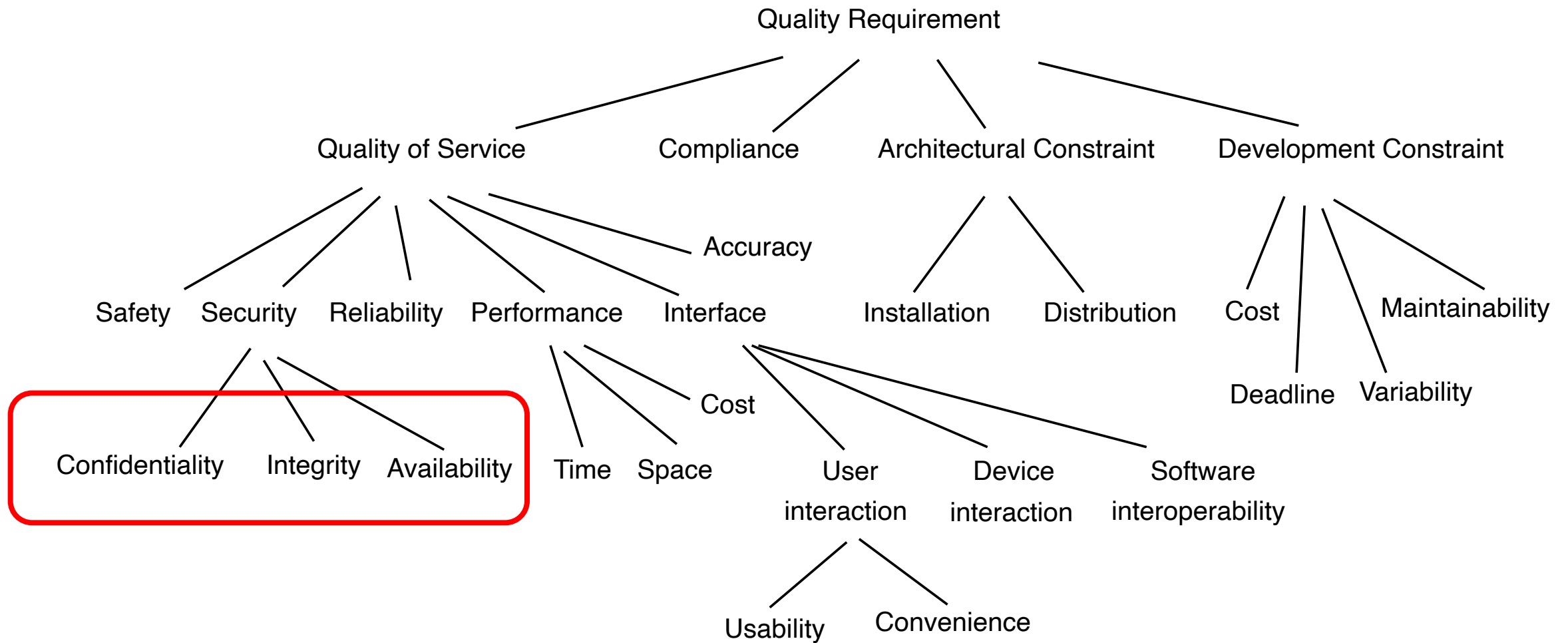


Quality (non-funct.) requirements

- Specify not the functionality of the system, but the quality with which it delivers that functionality.
- Can be more critical than functional requirements
 - Can work around missing functionality
 - Low-quality system may be unusable
- Examples?

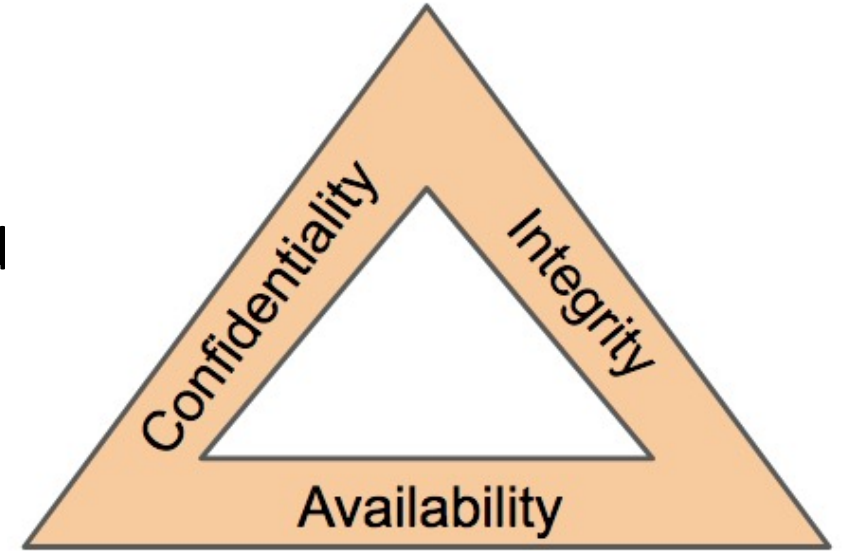
Here's the thing...

- Who is going to ask for a slow, inefficient, unmaintainable system?
- A better way to think about quality requirements is as *design criteria to help choose between alternative implementations*.
- Question becomes: to what extent must a product satisfy these requirements to be acceptable?



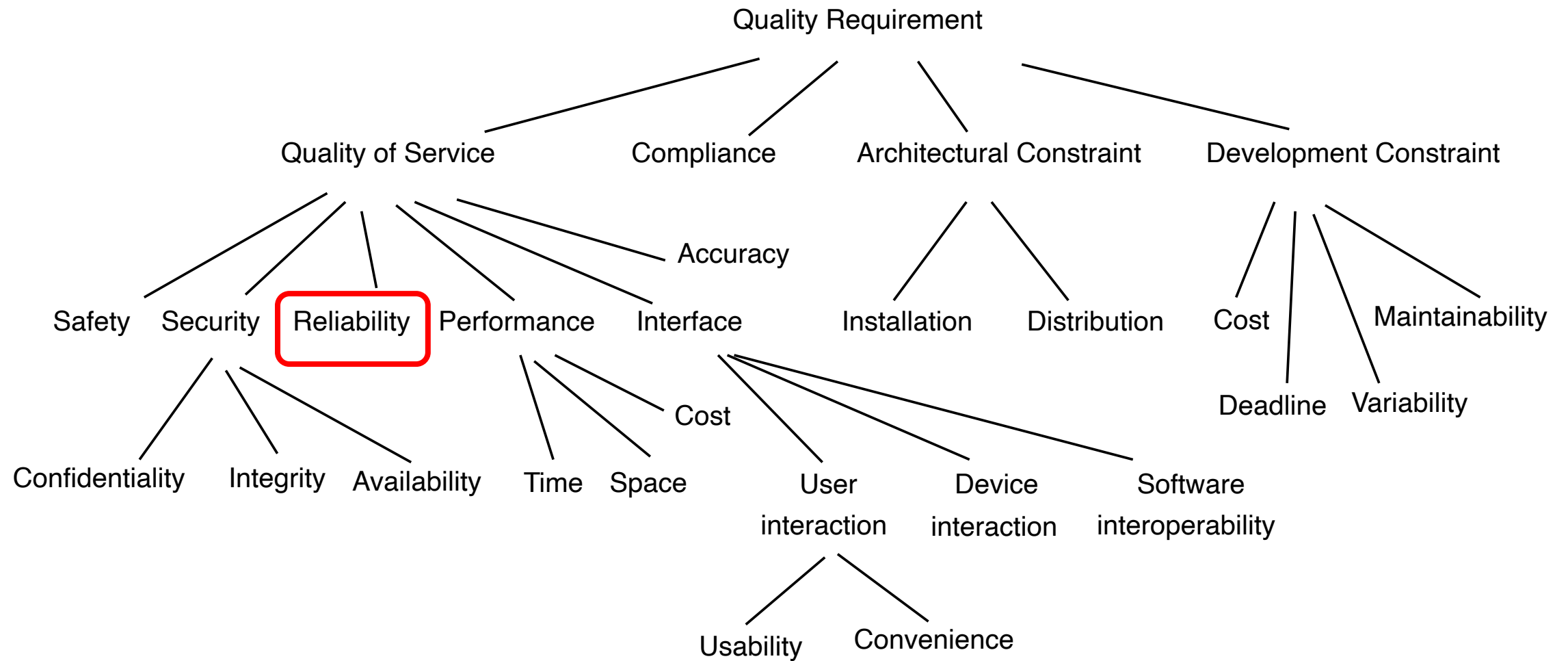
Security

- **Confidentiality** -- data, objects and resources are protected from unauthorized viewing and other access.
- **Integrity** -- data is protected from unauthorized changes to ensure that it is reliable and correct.
- **Availability** -- authorized users have access to the systems and the resources they need.



Security Req (Example)

- **Confidentiality requirement:** A non-staff patron may never know which books have been borrowed by others.
- **Integrity req:** The return of book copies shall be encoded correctly and by library staff only.
- **Availability req:** A blacklist of bad patrons shall be made available at any time to library staff. Information about train positions shall be available at any time to the vital station computer.

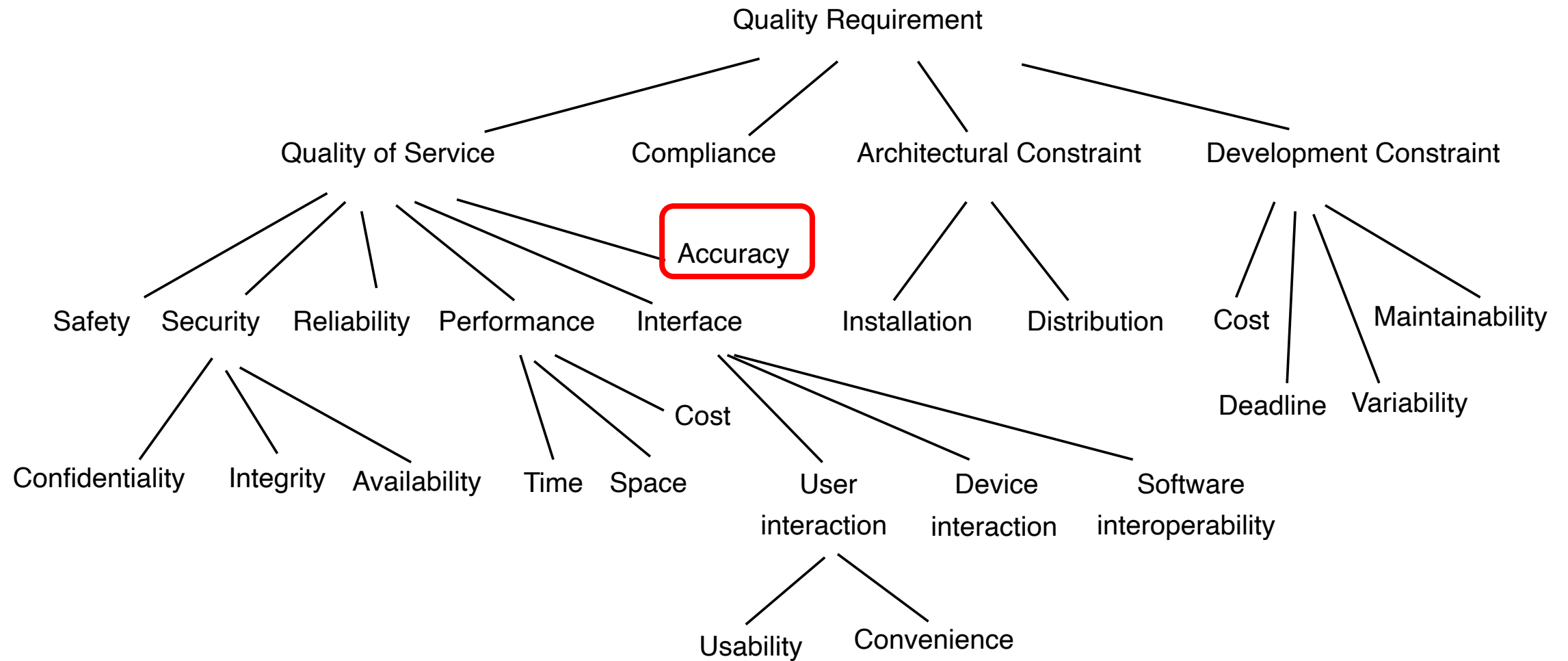


Reliability req.

The probability that a product will operate without failure for a specified number of uses (transactions) or for a specified period of time.

e.g. The train acceleration control software shall have a mean time between failures of the order of 10⁹ hours.

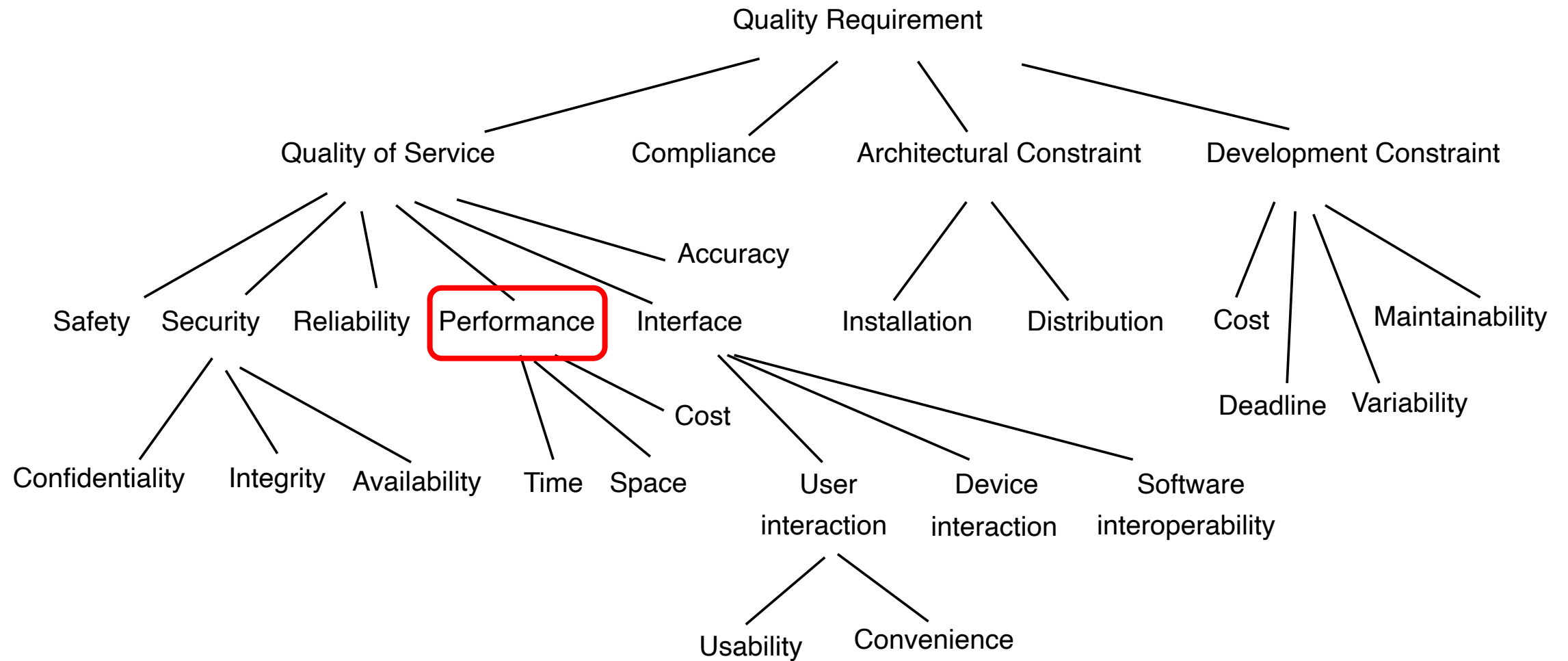


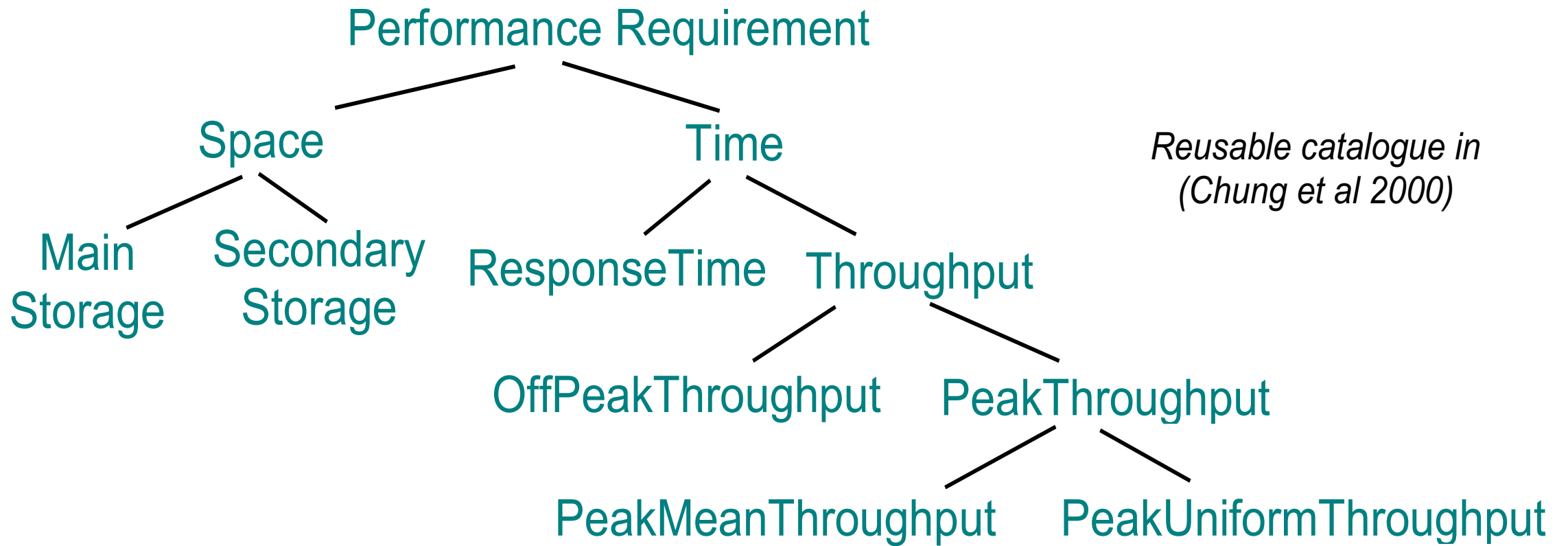


Accuracy req. (Examples)



- The solution needs to be 100% accurate
- A copy of a book shall be stated as available by the loan software if and only if it is actually available on the library shelves.
- The information about train positions used by the train controller shall accurately reflect the actual position of trains up to X meters at most.
- The constraints used by the meeting scheduler should accurately reflect the real constraints of invited participants.





Performance req.

- Def: how well the software system accomplishes certain functions under specific conditions.
- e.g.
 - Responses to bibliographical queries shall take less than 2 seconds.
 - Acceleration commands shall be issued to every train every 3 seconds.
 - The meeting scheduler shall be able to accommodate up to x requests in parallel.
 - The new e-subscription facility should ensure a 30% cost saving.

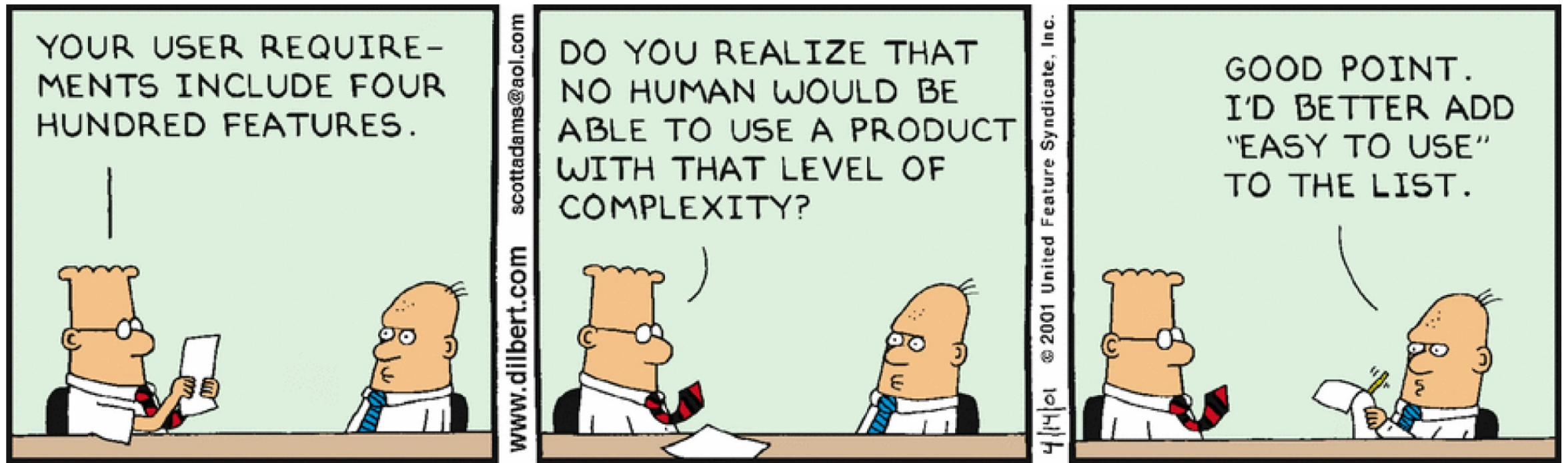
More Examples

- **Interface** req: The format for bibliographical queries and answers shall be accessible to students from any department. To ensure smooth and comfortable train moves, the difference between the accelerations in two successive commands sent to a train should be at most x . To avoid disturbing busy people unduly, the amount of interaction with invited participants for organizing meetings should be kept as low as possible.
- **Interoperability** req: The meeting scheduling software should be interoperable with the wss Agenda Manager product.
- **Compliance** req: The value for the worst-case stopping distance between successive trains shall be compliant with international railways regulations. The meeting scheduler shall by default exclude official holidays associated with the target market.

Examples 4

- Architectural req: The on-board train controllers shall handle the reception and proper execution of acceleration commands sent by the station computer. The meeting scheduling software should run on Windows version X.x and Linux version Y.y.
- **Development** req.: The overall cost of the new UWON library software should not exceed x. The train control software should be operational within two years. The software should provide customized solutions according to variations in type of meeting (professional or private, regular or occasional), type of meeting location (fixed, variable) and type of participant (same or different degrees of importance).

Expressing quality requirements



Expressing quality requirements

- Requirements serve as contracts: they should be **testable/falsifiable**.
- **Informal** goal: a general intention, such as ease of use.
 - May still be helpful to developers as they convey the intentions of the system users.
- **Verifiable** non-functional requirement: A statement using some measure that can be objectively tested.

Examples

- **Informal goal:** “the system should be easy to use by experienced controllers, and should be organized such that user errors are minimized.”
- **Verifiable non-functional requirement:** “Experienced controllers shall be able to use all the system functions after a total of two hours training. After this training, the average number of errors made by experienced users shall not exceed two per day, on average.”

ECE444: Software Engineering

Requirements 2: Requirements Elicitation



The Edward S. Rogers Sr. Department
of Electrical & Computer Engineering
UNIVERSITY OF TORONTO

Learning Goals

- Basic proficiency in executing effective requirements interviews
- Understand that requirements are just “design data”, the information you will use to support your design
- Understand what/why/how about personas
- Recognize and resolve conflicts with priorities

Requirements Elicitation



Typical Steps

- Identify stakeholders
- Understand the domain
 - Analyze artifacts, interact with stakeholders
- Discover the real needs
 - Interview stakeholders
- Explore alternatives to address needs

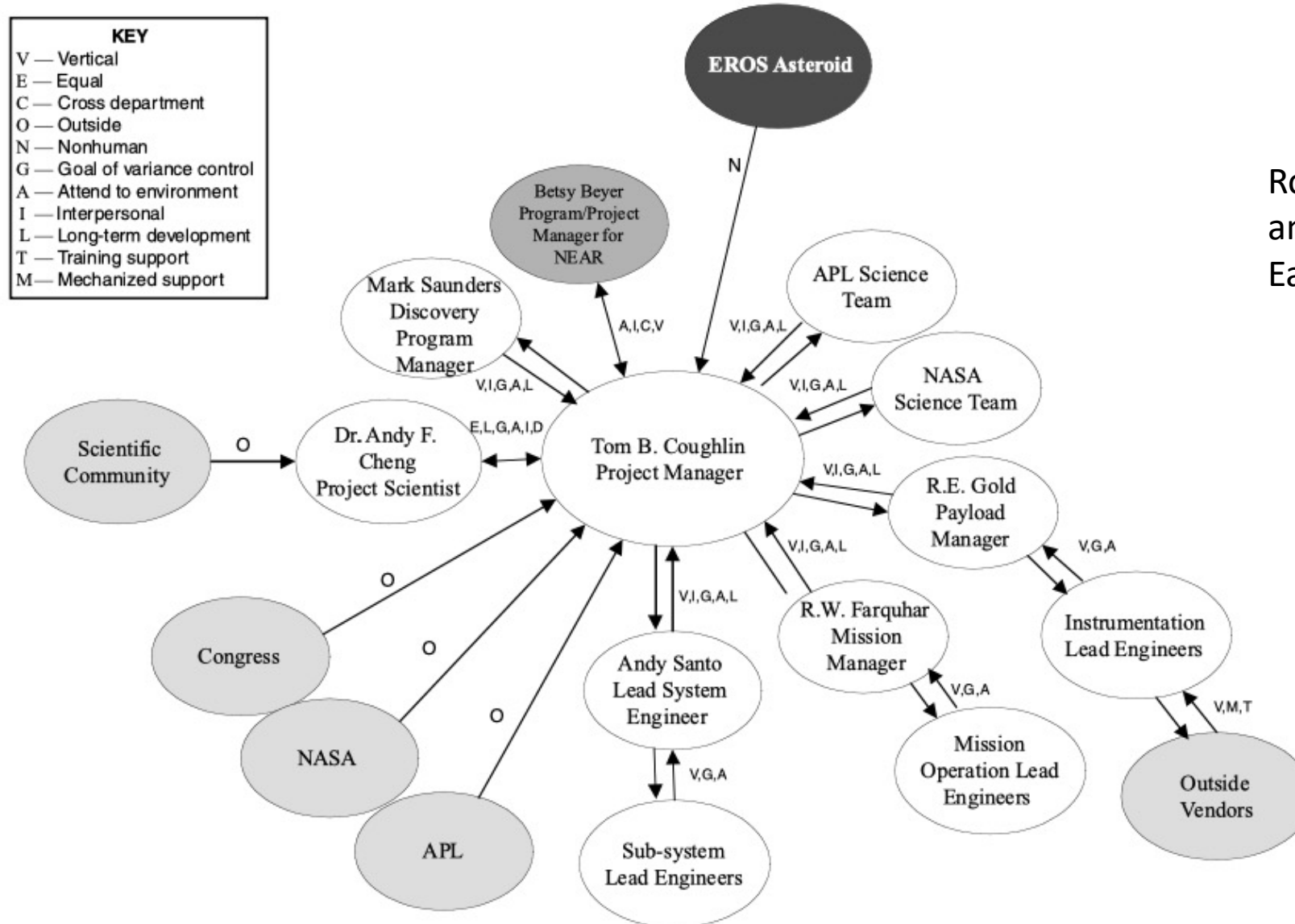
Questions

- Who is the system for?
- Stakeholders:
 - End users
 - System administrators
 - Engineers maintaining the system
 - Business managers
 - ...who else?

Stakeholder

- Any person or group who will be affected by the system, directly or indirectly.
- Stakeholders may disagree.
- Requirements process should trigger negotiation to resolve conflicts.

Stakeholders, a NASA example



Role network for National Aeronautics and Space Administration (NASA's) Near Earth Asteroid Rendezvous project.

<https://web.ssu.ac.ir/Dorsapax/userfiles/Sub55/849.pdf>

Stakeholder analysis: criteria for identifying relevant stakeholders

- Relevant positions in the organization
- Effective role in making decisions about the system
- Level of domain expertise
- Exposure to perceived problems
- Influence in system acceptance
- Personal objectives and conflicts of interest

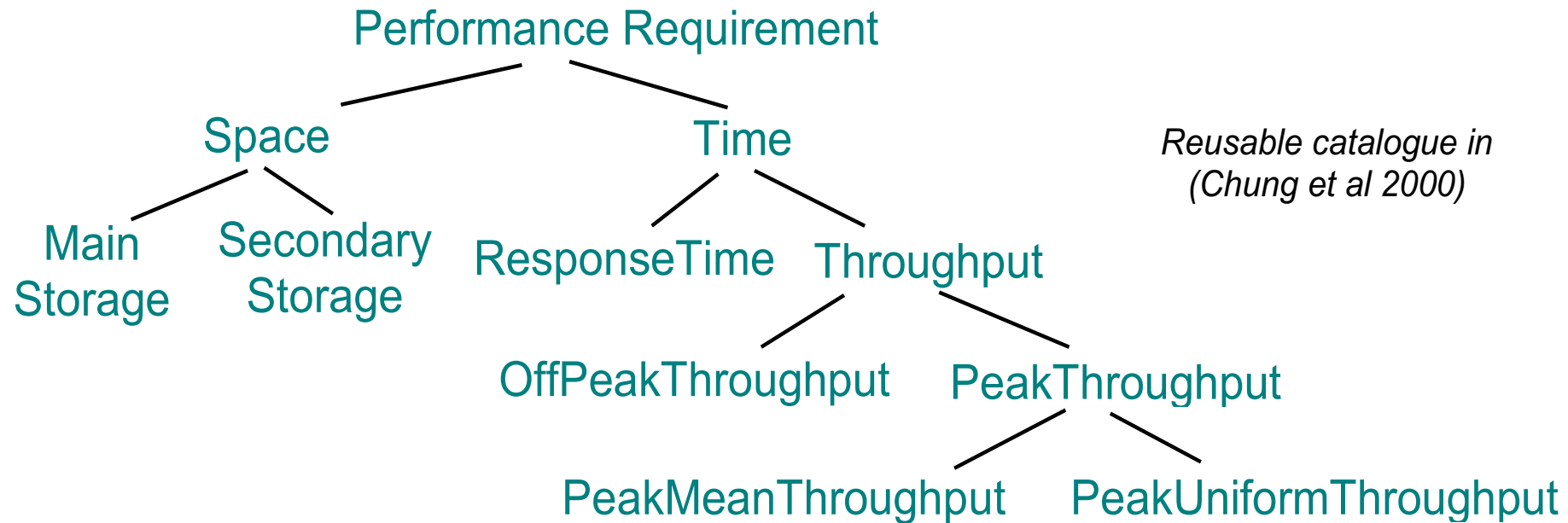
Studying Artifacts (Content Analysis)

- Learn about the domain
 - Books, articles, wikipedia
- Learn about the system to be replaced
 - How does it work? What are the problems? Manuals? Bug reports?
- Learn about the organization
- Knowledge reuse from other systems?

Checklists

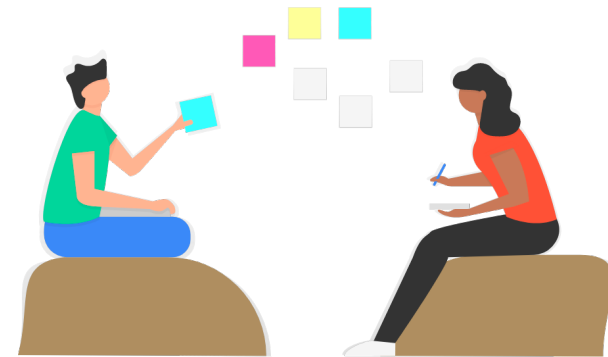
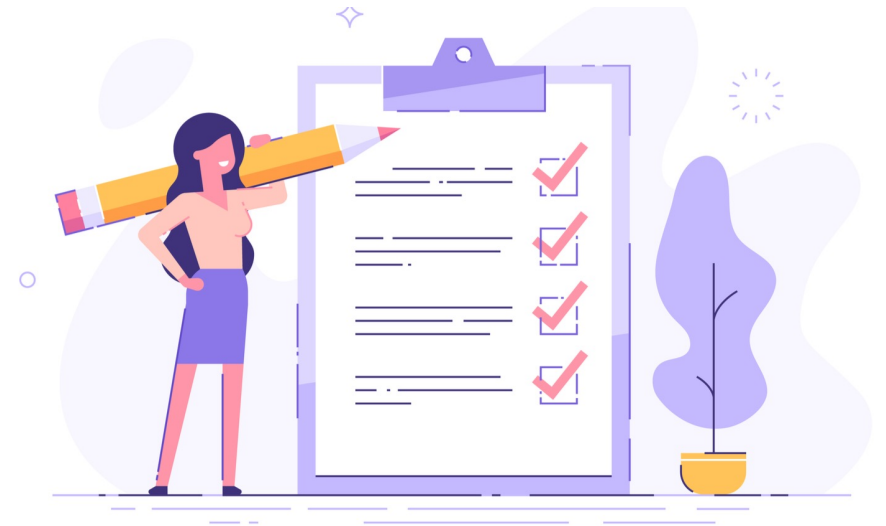
(Domain-independent knowledge)

- Consider list of qualities for relevance, e.g. privacy, security, reliability, ...



Collecting requirements: Elicit from stakeholders

- **Survey:** measure topics of interest in a controlled, consistent manner; easy to administer across large groups
 - Identify target population, their attitudes and preferences
 - Validate assumptions or facts
- **Interview:** More expensive, but could have follow-up questions to resolve ambiguity



UX design


USER INTERVIEW:


HOW TO ASK GOOD QUESTIONS?

UX Knowledge-Base Sketch # 8

<https://uxknowledgebase.com/user-interview-how-to-ask-good-questions-eb80f8b99627>

CONSTRUCTING AN INTERVIEW SCRIPT

 FOLLOW A LOGICAL STRUCTURE
CREATE A FLOW

 SPLIT IT INTO PARTS:

①. INTRO

↳ WHAT IS THE GOAL?

↳ HOW YOU WILL USE THE
COLLECTED DATA

↳ ASK PERMISSION FOR RECORDING

↳ EXPLAIN THAT THERE ARE NO BAD
ANSWERS

↳ WARMING UP: INTRO QUESTIONS

②. MAIN PART

↳ START WITH A BROAD, OVERVIEW QUESTION

↳ MAKE SURE YOU INCLUDE THE QUESTIONS
YOU WANT ANSWERED, ISSUES YOU WANT
TO COVER, SO YOU CAN VALIDATE YOUR
ASSUMPTIONS.

③. CLOSING

↳ DO THE PARTICIPANT HAS ANY QUESTIONS?

↳ THANKING

↳ CONTACT INFORMATION

? QUESTIONS



DON'T ASK LEADING QUESTIONS
(THAT SUGGESTS THE ANSWER)



DON'T ASK WHAT THEY WANT



DON'T ASK IF THEY WOULD BUY SG
(THEY DON'T SEE THE FUTURE...)



DON'T ASK HOW MUCH THEY WOULD
PAY FOR IT



ASK ABOUT PAST EXPERIENCES
OR SPECIFIC MOMENTS

①-②-③ ASK THEM TO SHOW HOW THEY
ACTUALLY DO SG / ACCOMPLISH A TASK



ASK OPEN-ENDED QUESTIONS
(E.G. "CAN YOU TELL ME HOW YOU...")



ASK THEM TO COMPARE 2 THINGS



TRY TO UNDERSTAND THE MOTIVATIONS:
WHAT IS HE/SHE TRYING TO ACHIEVE? WHY?



THE RIGHT MINDSET



YOU CAN ALWAYS ASK
FOLLOW-UP QUESTIONS!



ASK WHY! (MULTIPLE TIMES)
TRY TO FIND THE ROOT-CAUSE!



YOU CAN REFRAME YOUR
QUESTION, AND ASK AGAIN!



DON'T INTERRUPT THE PARTICIPANT!
IN CASE OF MISUNDERSTANDING, LET HIM/HER
FINISH, THEN PARAPHRASE YOUR QUESTION.



DON'T FOLLOW THE SCRIPT STRICTLY!
BE READY TO DISCOVER SURPRISING INSIGHTS!



DIG DEEPER IF YOU FIND SG INTERESTING!



PAY ATTENTION TO THE BODY LANGUAGE
AND OTHER NONVERBAL CUES!

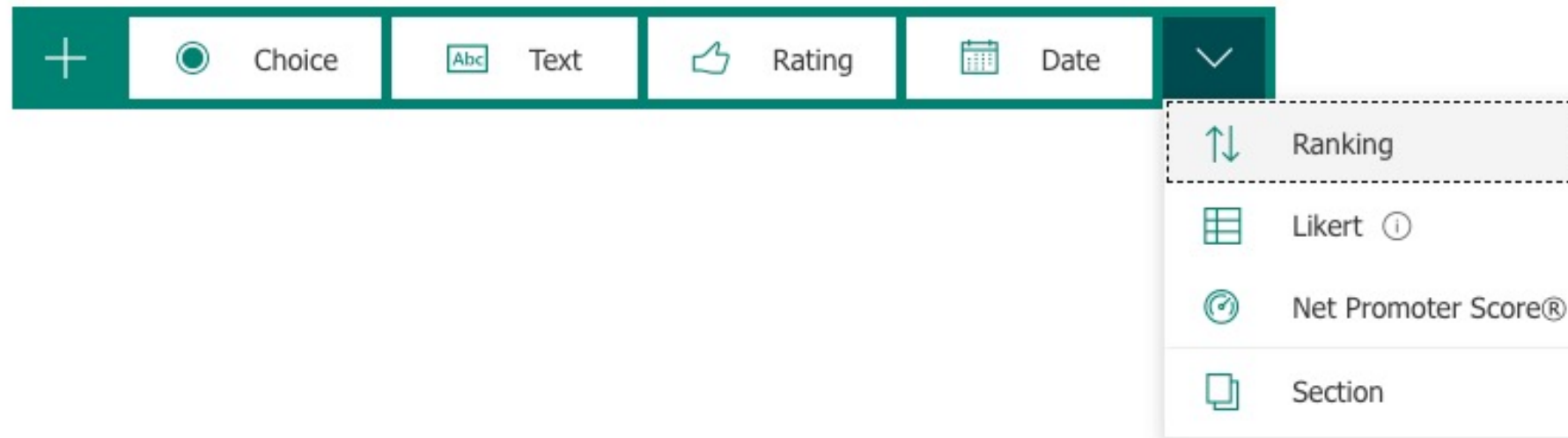


IT IS A CONVERSATION, NOT AN EXAMINATION!



A MAGIC WAND: ASK THE PARTICIPANT
WHAT SHE/HE WOULD DO IF SHE/HE HAD
A MAGIC WAND, IN AN IDEAL WORLD,
HOW SHE/HE WOULD DO SG.

Types of questions: depend on your goals



Closed-ended Questions

- **Nominal scales** provide interviewees with a list of categories from which to select their answer (e.g., White, Black or African American, American Indian, Asian, Native Hawaiian or Pacific Islander)
- Good practices –
 - Solicit response options in a pilot study
 - Randomize order, if concerned about order effects
 - Avoid bias from unequal response options
 - Check all that apply vs. forced-choice

Example: Unequal response options

How likely are you to share your location to meet friends after work?

- Absolutely never
- Sometimes
- Occasionally
- Once or more a week
- Everyday



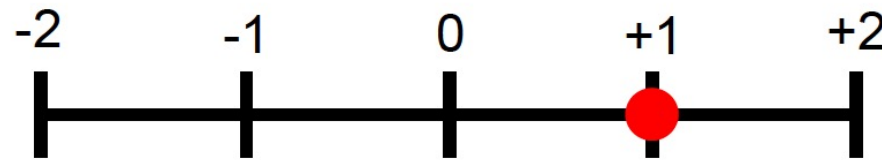
Is it easy or difficult to distinguish
between these three categories?

If difficult, why?

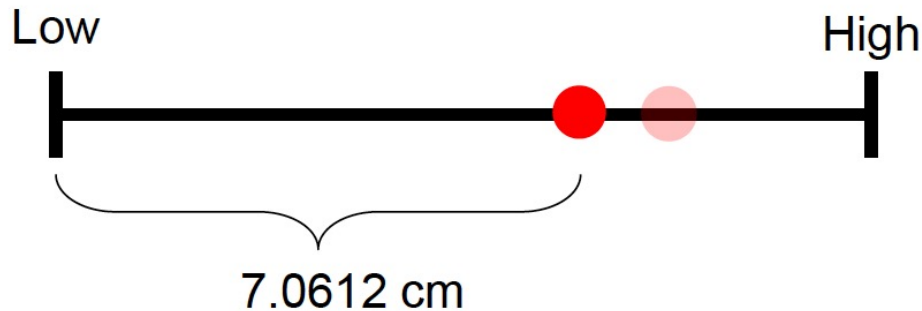
Ordinal Scales

- Ordinal or interval scales ask interviewees to choose a “level” of the variable of interest

Numbered Scale:
(choose your number)



Visual Analogue
Scale:
(mark your level)



* 1. How likely is it that you would recommend this company to a friend or colleague?

NOT AT ALL LIKELY

EXTREMELY LIKELY

0	1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	---	----

8. Using any number from 0 to 10, where 0 is the worst health care possible and 10 is the best health care possible, what number would you use to rate all your health care in the last 12 months?

10 Best health care possible	9	8	7	6	5	4	3	2	1	0 Worst health care possible
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Open-ended Questions

- **Definition and designation questions**

What-is asks to develop definitions of things

Who identifies the responsible agent

What-kinds-of ask for possible types and exemplars

- **Process, event and exception questions**

How-to ask how an action is performed

When asks about timing constraints, pre-and post-conditions

What-if asks about failures or unexpected events

Follow-on questions result from answers from previous questions

Follow-up questions

Do you mean in general?

Can you recall a specific example?

Did you participate in this example?

Do you remember any events before or after?

What time of day was it?

Who was present?

What happened next?

Survey

- <https://www.surveymonkey.com/mp/how-to-use-an-interval-scale-in-your-survey-questions/>



Survey Organization & Execution

- Begin with salient questions that respondents can easily answer
- Group questions by topic
- Keep in mind ordering effects and biases
 - Acquiescence*: the tendency to agree
 - Social desirability*: the need to present oneself in a desirable light
- During open-ended responses in interviews:
 - Jot down “sign posts” and “way points” in your notes to guide the conversation back to important points
 - Limit tangents and distractions, but be willing to explore unexpected ideas
- Limit interviews and surveys to 30-45 minutes
- Pilot the survey on a friend or colleague!

Interview



Interviews

- (Most) common method of data gathering in qualitative research
- A variety of forms of qualitative research interview (and assumptions that underlie their use)
- Types of interviews:
 - 'semi-structured' -- list of questions (open-ended and closed-ended) or topics
 - 'un-structured' -- list of prompts



Interview Process

- Identify stakeholder of interest and target information to be gathered.
- Conduct interview.
 - (structured/unstructured, individual/group)
- Record + transcribe interview
- Report important findings.
- Check validity of report with interviewee.

Example: Identifying Problems

- What problems do you run into in your day-to-day work? Is there a standard way of solving it, or do you have a workaround?
 - Why is this a problem? How do you solve the problem today? How would you ideally like to solve the problem?
- Keep asking follow-up questions (“What else is a problem for you?”, “Are there other things that give you trouble?”) for as long as the interviewee has more problems to describe.
- So, as I understand it, you are experiencing the following problems/needs (describe the interviewee’s problems and needs in your own words – often you will discover that you do not share the same image. It is very very common to not understand each other even if at first you think you do).
- Just to confirm, have I correctly understood the problems you have with the current solution?
- Are there any other problems you’re experiencing? If so, what are they?

Example Questions: The User Environment

- Who will be the users of the system?
- What level of education or training do the users have?
- What computer skills do the users have?
- Are users familiar with this type of IT system?
- What technical platforms do they use today?
- Do you know of any plans for future systems or platforms?
- What other IT systems does the organization use today that the new system will need to link to?
- What are your expectations regarding system usability?
- What training needs do you expect for the future system?
- What kind of documentation do you expect?

Kinds of questions

Opening questions: tell us who you are, where you work, and what you enjoy doing most outside of work

Introductory questions: introduce topic, what is the first thing that comes to mind when you hear ____ ?

Transition questions: think back to when... or, when does the process start?

Key questions: what is frustrating or useful about X? did anything change after using Y?

Ending questions: if you had a chance to change Z, what would you say? Did we miss anything?

Interview Advice

- Get basic facts about the interviewee before (role, responsibilities, ...)
- Review interview questions before interview
- Begin concretely with specific questions, proposals; work through prototype or scenario
 - Relate to current system, if applicable.
- Be open-minded; explore additional issues that arise naturally, but stay focused on the system.
- Contrast with current system/alternatives. Explore conflicts and priorities
- Plan for follow-up questions

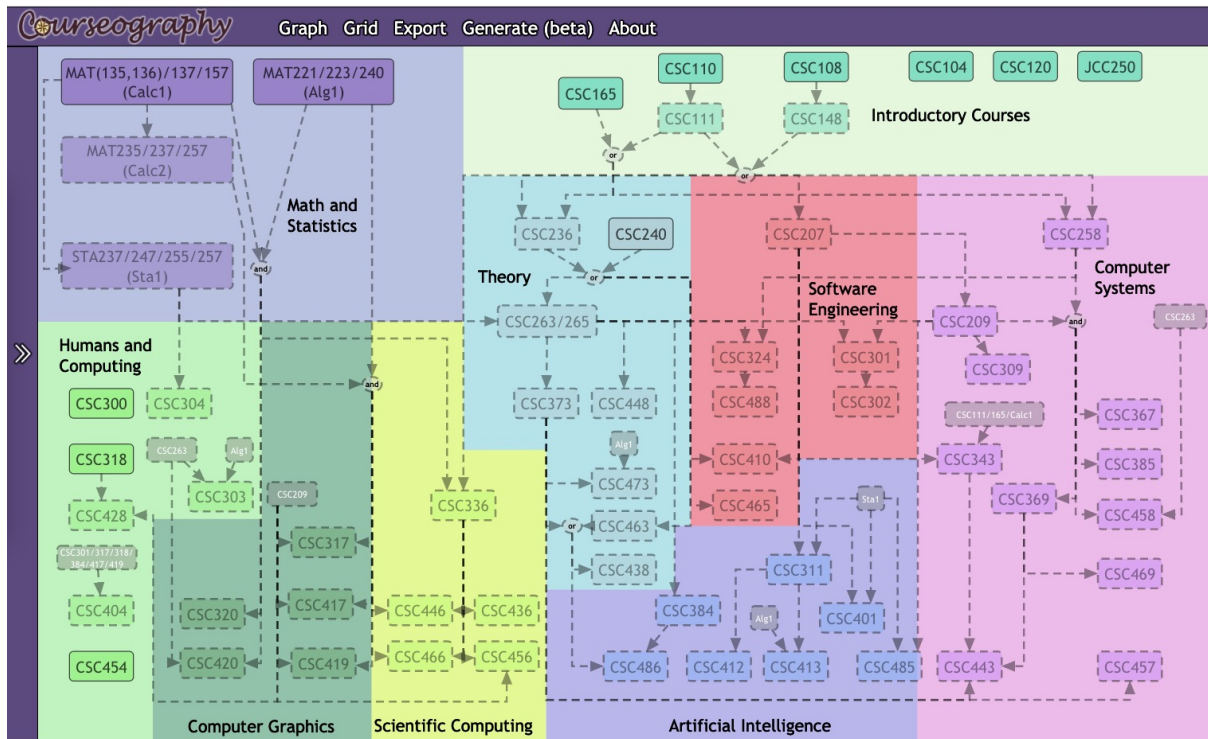
Another two examples (Requirements for Chef Copilot)



Exercise: Project 1

Education Pathways





Magellan (online course selection tool)

[Click here for ECE201's 2020- 2021 Magellan slides](#)

Magellan is a software tool that has been developed in-house in order to help you plan and verify both your program and CEAB (Canadian Engineering Accreditation Board) requirements. It was developed in order to make it easy to verify the CEAB requirements as it automatically calculates the academic units (AU's) when you are building your study plans for 3rd and 4th year. In addition, it will confirm the program requirements at a glance.

MAGELLAN PRE-REGISTRATION (for 2021-2022 courses) ENDS: January 26, 2021 at 11:59pm EST

Main profiles will then be ***LOCKED until July, exact date TBC.*** for preregistration planning.

ECE courses will be uploaded to ACORN timetables for students with **valid** Magellan profiles.

Magellan: <http://magellan.ece.toronto.edu> (log in with UTORID and password) / [Magellan Manual](#)

****Main Profiles will be UNLOCKED in July****

CHANGES made to main profiles once UNLOCKED in July are **NOT** included in the preregistration process and thus not uploaded to ACORN.

<http://courseography.cdf.toronto.edu/graph>

① history.

② key words.

① potential interests.

② save wish course

③ syllabus of course

④ + CS component

→ ⑤ minip ←

⑥ discussion Board each course

filter ← ⑦ 500 level, 1000 level (view)

→ ⑧ terms offer

hour.

workload.

score.

⑨ course eval from previous yr. ML → grad.

⑩ prof eval. (rate my prof)

... of passing

⑪ propab. of passing

⑫ courses commonly together. semester.

⑬ future re-comm. "what if"

Scheduling ⑭ List ^{multiple} → planning opt.

⑮ Megellan doesn't support quick snap. (bad UX)

⑯ Autosave. for all. (Virtual control vs. forking)

⑰ possibility of get / not get in a course

⑱ graduation standard. meet?
(prog. ...)

⑲ share diff. formats.

= categories
= visualize

← ⑲

- ②0 follow each other.
- ②1 available courses from other sources.
- ← ②2 accessibility for (??)
- ②3 cours web page linked
- ②4 voting for online / in-person.



Interview Tradeoffs

- Strengths
 - What stakeholders do, feel, prefer
 - How they interact with the system
 - Challenges with current systems
- Weaknesses
 - Subjective, inconsistencies
 - Capturing domain knowledge
 - Familiarity
 - Technical subtlety
 - Hinges on interviewer skill

Sampling Strategies

- **Snowball/Convenience** – sample based on special access and proximity to investigator
- **Extreme/Deviant Case** – highly unusual, notable, exotic, top/bottom of topic
- **Typical/Common Case** – closest to centrality of the topic
- **Stratified Purposeful** – subgroups selected for comparisons
- **Maximum Variation** – illustrate dimensions of the topic to maximize variation