

# Recording

## Example: Jottings and Diary

8:30 am. Alpha Weekly Meeting. CR2, Alpha team head and team leads.

(E: it's too early in the morning, not happy)

Windowless room, florescent lights. Door on short wall. Chaotic conference room furniture.

Everyone has paper sheets, think its same (Beki: need to confirm this)

(I get paper: AWM date #1) confirmed. ← *Unique reference for it and note it in my field notes*

Status discussion

box "ready" conversation ends

"need to get" (Beki: variety of dependencies on outside entities including other departments, outside vendors, are there others?)

"rattling cages" action item department head

unspoken cases (Beki: what are unspoken cases about? When are those unspoken cases discussed?)

Technical discussions (E: I don't grok the details, it's hard to follow I am not paying attention)

10:32 dept. head looking at watch, meeting still going, 10:35 she breaks meeting

- Electronic copy of original jottings
  - Beki: is the way I signify my analytic thoughts, it's where I'm "speaking"
  - E: reminder of my emotional state

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## Example: Full *Descriptive* Notes

8:30am. Alpha Weekly Meeting. Everyone has a two-page spreadsheet that contains a list of items in 8pt font. Each row is a system function; each column a version of the system the department head has responsibility for. The purpose of the meeting is to review the status of each function with respect to each version of the system. A few of the boxes are already filled in, letting everyone know whether the function is implemented for the release. The goal of this meeting is to fill in the rest of the boxes.

10:30am. The meeting is not finished, but must be adjourned, since the department head has another meeting. The spreadsheet remains incomplete. The discussions have been of several forms. Some team leaders announce that they have delivered functions. The box gets filled with "ready." Software that does not work receives more discussion. In some cases, the software depends on hardware or other software from other groups outside the department. The department head takes an action item to "rattle some cages" to ensure that her schedule does not get delayed by non-functional code any further. The cases where one team leader depends on another team leader's code and there are problems (non-delivery, technical incompatibility between the two groups) get two responses. One response is a lengthy discussion of the technical difficulties of the current work. This often gets the other team leaders into longer debates about different technical solutions that might be tried. Others are not discussed, the team leader acknowledges that he has spoken with either just the team leader, or with the leader and the department head. Nothing is written in the box. Nothing more is said publicly.