

## Agenda for Planning Meeting

date

start and end time

1. Define goals and concerns for the test.
  - Concerns raise the issues of usability testing that the test should be designed to uncover.
  - Goals establish the objectives to measure for usability.
2. Establish the parts of the product to test.
3. Create the user profile and screening questionnaire.
4. Create the task scenarios and post-task questionnaire.



- delivery of final test materials
- walkthrough with tolerant user
- pilot test
- testing dates
- findings/recommendations meeting
- test report