

Guide for Preparation Meetings

Checklist

- Prepare and bring along:
 - Printed copy of:
 - Information sheet
 - 2x informed consent form
 - this guide
 - Audio recorder
 - 2 pens
 - Folding rule
- Brief on Open Lab infrastructure
- Discuss information sheet
- Discuss consent form
- Sign 1 consent form
- Interview

Briefing on infrastructure of Open Lab

- Accessible toilet only in ground floor
- Lift access to all floors
- Workshop will take place on floor 4
in 2 different rooms called Design Space and the clean Workshop
- Fire safety: Evacuation chairs
- There is also a kitchen with a water tap.
- during sessions jugs of water and glasses are provided
- breaks for tea/coffee and whenever needed
- equipment in the rooms:
 - Design Space: 3D printer, table
 - Clean Workshop: laser cutter

Interview Schedule

Before starting the interview, ask if it is OK to audio record the interview

General

- Could you briefly introduce yourself and tell me how you became aware of the workshop?
- Could you briefly describe your condition or the kind of impairment you have?

General needs regarding the physical environment

- After hearing the briefing on the infrastructure, do you have any needs we should be aware of to make your time at Open Lab as pleasant as possible?
- Do you have any specific needs concerning light/illumination?
- Do you have any needs regarding the furniture (height) or other equipment?

Working practices with technologies and a computer

- Where or for which purposes do you use a computer?
eg. at work, at university for studies, at home, in your spare time, ...
- Do you have a computer?
If yes:
 - What kind? (PC/laptop, OS)
 - Do you use any equipment which make your computer easier to operate?
eg. mouse, keyboard, screen, ...
 - Do you use any software which make your computer easier to operate?
eg. screenreader, software for changing contrast of display, ...
- Do you have any programming or coding skills?
If yes:
 - Which languages/platforms have you used?
 - What have you used coding for?
- Do you have any CAD or graphical designing skills?
If yes:
 - Which software have you used?
 - What kind of designing have you engaged in? 2D, 3D, other? What for?
- Do you have any concerns about using a computer which you would like to share with me? Do you have any specific needs we should consider for preparing the computers workshop location?

Previous maker experiences

- Have you ever invented or created anything for helping you in daily life?
- Have you heard the term “maker movement”? What does it mean to you?
- Do you consider yourself a maker? What is making to you?
- Have you ever used a 3D printer?

If yes:

- Can you please describe your previous experiences?
 - Where did you use it?
 - For which purpose did you use it? What did you create with it?
 - Have you ever used a laser cutter?
- If yes:
- Can you please describe your previous experiences?
 - Where did you use it?
 - For which purpose did you use it? What did you create with it?
 - Have you ever worked with electronics?
- If yes:
- Can you please describe your previous experiences?
 - Where did you use it?
 - For which purpose did you use it? What did you create with it?

Expectations

- What are your general expectations for the workshops?
- Is there any technology you are particularly interested in?
- What kind of skills would you like to have after the workshop?
- What do you think will be most challenging for you in the workshops?
- Do you already have any ideas what kind of things you would like to be able to build?

Final comments

- Do you have any other thoughts about the workshops you think we have not covered and you would like to discuss with me? Is there anything you would like to ask me?