Hey ******,

Your screenshots and presentation are clean, nicely laid out, and annotated well with various field states like selected, errors, etc. You have a solid background in UI design principles and practices, and I can tell you have previously presented design work.

Reading over your rationale, I found the direction and hierarchy you chose for this form interesting. It's very similar to the flow and format of ordering food online for delivery. Generally, with these types of outreach programs, it's sign up and get reoccurring meals delivered (some programs/cities allow you to choose your meals, others don't.) Your approach leaned towards more of a *Hello Fresh* or a *Grubhub*-type delivery service, where the process is to select the food options and then choose the day & time to have your food delivered. This being the case, I can see why you decided to have your flow and hierarchy the way you did.

As of right now, the meal plans for me aren't clear as to what I can do with them. If I select the Full 21 meals, do I choose a bunch of different food options for those? Or are those predetermined? In your example, you have the "only dinner" selection expanded with dish options below - would this be the case for the 21 meals as well? I would suggest against this as too many choices could cause "analysis paralysis."

If that's not the case, I suggest clarifying that more in the copy and expanding your screenshots to show users' options for each meal plan.

If I have one other suggestion, it would be to group the "Person making the order" section closer to the "Person Being Served" section - maybe even ask this question first and rephrase?

Who Is This Order For:

- Myself
- Someone else > additional fields

Reducing and condensing this extra section at the bottom will slim your form even more, adding to the already sleek and minimal design.

I think you had a lot of excellent ideas and touches in your design, especially the note about the delivery person calling 30 mins before their arrival - something I didn't think to include! I think you took this in a unique direction; I'd also love to hear more of your rationale and the group's thoughts on your design!

******,

You brought up some excellent design points when backing up your decisions, especially one being the typical audience struggles with reading things too bright or small. One suggestion I would piggyback off this (reading) is to simplify your field labeling. In steps 2 & 3, the field labels get a bit wordy, and on a mobile experience, it may cause a screen to become cluttered, but also cause cognitive load when reading it over.

I like that you broke down the form into steps using the sequence map to guide the user through the process; this is a best practice for lengthy form design.

The hierarchy as I scanned through your screens:

1. Basic Info
2. Health
3. Delivery
4. Meal Plans
5. Emergency Contact

For step 1, how do you propose the form flow would change if "someone else" filled out this form rather than the recipient? (Also, small spelling error there.)

For step 2, one of the fields for the assignment said to include a way to provide/upload documentation of disability. I want to ensure you have this field/functionality, so you don't lose points.

I like that you choose to include the dietary accommodations field. I, too, decide to incorporate this into my design as it's a demographic focus.

Step 3 is titled as "Member Meals" but focuses more on delivery details. You may have swapped stages in your design process, and the label didn't change. I am just calling this out in case that wasn't intended.

I'm not sure if you were at the office hours Wednesday evening, but we discussed some beneficial things I'd like to share and help you consolidate some of the information between steps 3 & 4.

The weekly meal plan options:

- 21 meals (3 meals/day, every day)
    - So with this option, you can't choose days because it's everyday
- or lunch and dinner
- or only dinner

So selecting delivery days need to happen after a user chooses a meal plan or may not be an option, depending on the user's choice.

I'm interested in hearing more about your reasons for including the emergency contact information in step 5. This is something I didn't think to include!

For submitting the form, I recommend looking up best practices for form call-to-action buttons. "Done" may not let the user know that they have submitted the application; this wording could also be problematic for screen reader users.

A side note for the final presentation: I know working with limited software capabilities can be challenging. That said, I'd recommend trying to annotate your screens somewhat close in proximity versus all your notes on one page. Maybe in a table with screenshots on one side and notes in a column side by side? It will allow the reviewer not to jump back and forth between the notes and screens. I like to work in Google Slides or Google docs for free software options. They allow you to export to pdf too.

I hope this is helpful. Happy to talk through these points via zoom if needed! Just let me know!

Hey *****,

I attended ****'s office hours held in the last two weeks and found them informative and helpful. Everyone had great insight and feedback, and **** helped clarify some of the ambiguity in the form assignment.

That said, some details were clarified around the field requirements that you may find helpful to address for your final version.

Meal plan options are limited to the following:

- 21 Full meals (Breakfast, lunch, and dinner) for the week
- Lunch and dinner (with the option to choose days)
- Dinner only (with the option to choose days)

- Some conditional logic would have to be considered here as the select-day(s) options wouldn't appear (or would be disabled) if they chose the full 21 meals for the week.

When filling out your form, I didn't see a spot for disability. Be sure to include this question (however you choose to ask for it) and a way for the user to provide proof of disability, as it's required.

Although not required for the assignment, I think it's great that you included a phone, email, and address field on the form for contact and delivery information - it's a good catch! If this were a real-world scenario, these fields would likely need to be broken down individually to go into a database (something we discussed pretty heavily during office hours tonight) and something I'll be adjusting in my design as well. So, I recommend breaking out the fields:

- Phone number
- Email
- Address
- Address 2
- City
- State
- Zip

Some of the labels on your fields were confusing or didn't follow a hierarchy. Here are a few examples:

- **Providers** First and Last Name - What is meant by provider?
- First and Last Name of **Customer** (if different **is** than the first) - who is the customer?
- **Meal Plan Days and Time** (What days do you want to receive meals and what time.) - Perhaps rephrase?
- **How to notify you** email, text or call - who does this apply to: the provider or customer? Should this live further up?

Because there weren't any annotations, it was harder for me to understand your design process and the work that went into creating this form. I am particularly interested in the rationale behind your meal plan choices, as I saw others who took some creative liberties with this, too. I'm a data nerd, so any research you did or will do (in the future) to get to these decisions would be great to see in the future.

I hope this was helpful. Let me know if you have any questions.