



TEAM VULCAN
SPONSOR MEETING 11

Date:	27 th August 2015
Time:	1.15 pm
Venue:	SMU, School of Economics Level 4
Attendees:	Benjamin Chia, Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Chan Jing Vin, Gareth Ng, Prof William Tov, Prof Jochen Reb
Absentees:	-

Agenda:

- Update on current progress
- Informative Update + Clarification

Discussion:

Update on current progress

- We have completed the mobile application & smart wearable basic function
- Currently we are re-creating the web application: researcher portal (Inclusive of creation, deletion and retrieval functions)
- Incomplete: Data collection & health vital monitoring
- Podcast: Look into encoding the mp3 file into a smaller file format
 - o Brought up the issue of LiveLab having an uploading file size limit of 2mb. We will check with LiveLab if we can change the file limit (Very important for this project)
- Possible solution: Hosting on other server? But it will be keep in view and maybe in the future.
 - o Migration: how difficult is that? Server environment setup
- Feedback by sponsor: As long as the file is not distorted, it will be good to have a smaller file size. We can try it during User Testing.

Informative Update

- Loan of more Android devices for User Testing. Currently we have 5 devices (2 from SIS, 3 from others)
 - o All our User Testing will be by batch (5 phones per time)
- Draft instruction for smart watch (for user testing)
- Tentatively to go live in another 1 month time.

- We will change our X-factor to 100 people not 100 downloads on Google play store but for a start, 50 feedback will be good.
 - o For us to see the effectiveness, we may need a larger sample size (future).

Clarification

- We allow participant who wish to Re-attempt Program, so long as we have a record to track and identify.
 - o Separate data file for each program.
- Only need beeper if you are enrolled to a program, if user is not in any program, they won't receive any beeper. [Currently it is not associated with any program, we will have to change this part]
- Provide user the flexibility to select their own program by having a program list rather than forcing them to start with a default program.
- Feedback: In the future: Have a control program: Where researcher can set which group of user to do beeper survey or podcast + post survey.
 - o Ability to do a beeper survey instead of the usual playing of podcast, everything will remain the same: e.g. duration of 10 days.
 - o Beeper survey result is a separate table.
- Flexible number of sessions for each program. Good to have different podcast for each day.
- Demographic survey questions may increase/decrease in the future.
 - o We will look at scalability when we design our database.
- Good to add in a question to ask participant if they own a smartwatch and wish to use.

Administrative Matter

- -Terms & Conditions has not been done yet, sponsor is to check with livelab and tailor to our app.
- IRB submission has to be done soon, sponsor to draft out the write up and submit.
- Real Podcasts is to be ready before we deploy to the Google play store (before Mid Term – Week 8)
- During Mid Term to deploy a Beta Version of the app but we will put a disclaimer.

The meeting was adjourned at 2.15 pm. Next meeting is to be scheduled again (Tentatively every fortnightly).

These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by: Low Wei Ting

Vetted by: Yeo Cheng Fu