



TEAM VULCAN
SPONSOR MEETING 9

Date:	13 th July 2015
Time:	7.30pm
Venue:	SMU, School of Economics Level 4
Attendees:	Benjamin Chia, Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Gareth Ng, Prof William Tov
Absentees:	Chan Jing Vin, Prof Jochen Reb

Agenda:

- Smart Watch Module
- Surveys Requirement
- Data Collection
- Additional Scope
- Vetting of Mockup UI
- Notes from Sponsor

Discussion:

Smart Watch Module

- The application will “ping” the smart watch heart rate sensor every 30 seconds to collect the readings
- Assuming each podcast is 10 minutes, the heart rate record for the 1st minute will be ignored (due to calibration and inaccuracy)
- Heart rate data collected should be presented to participant in Min, Max, Avg at the end of the entire programme as detailed as for each session.
- Sponsor will look into Heart Rate Variability (HRV) and how it is being computed

Survey Requirement

- Random/Beeper survey will be promoted randomly rather than letting participant to pre-define the timing. Reason being, if the timing is prefixed, the result collected is likely to be biased
- Based on the wake/start time and sleep/end time entered by the user, 3 blocks of equal duration will be created. A random timing will be picked within each block.

- However, a minimum of 6 hours awake time is needed for random/beeper survey as a beeper survey can only occur 2 hours after another beeper survey.
- Post-session should be prompted immediately after the session is completed and beeper survey should be prompted only after at least 30 minutes from the completed post session survey.
- Random/Beeper survey should be prompted at least 2 hours apart from the previously completed beeper survey.
- However, if the participant were to complete a post-session survey in-between 2 beeper surveys, the application will compute whether there is at least 30 minutes left in the block for the next beeper survey or the sleep/end time before prompting the next beeper survey.
- If there is less than 30 minutes left in the current block, the next beeper survey will be missed. It will then move on to the next block if there are any after the current block.
- If the participant were to change their awake and sleep timing halfway through the day, the application will compute the 3 new blocks and check how many beeper surveys were completed. If there is still sufficient time to prompt random surveys in the remaining blocks, the change of timing and new blocks will take immediate effect.
- Else, the change of timing will only take effect in the following day.

Data Collection

- Data collection should include participant's country of origin or country he/she is currently in. Reason being is to also monitor the awake time for participant across different countries

Additional Scope

- Sponsor has proposed to the team to add in a timer function so the participant can facilitate their self practice session during their own free time
- However, the team have yet to discuss on details if self practice session should be taken into account for the prompting of random/beep survey.
 - o Cheng Fu will analyse to see if the scope should be added

Vetting of Mock up UI

- Run through Mock up UI with Sponsor.
- Items required from sponsor:
 - o Terms & Conditions page that include clause stating:
 - User phone should not be rooted.
 - User details will be recorded but we will not use it for research purposes
 - o Some FAQ questions (if any)
 - o Ways to contact
 - o About SMU ReFokus
 - o More podcasts

Notes from Sponsor

- Key functions where Sponsor mentioned to be of essentials are
 - o Uploading of podcast (web application)
 - o Creating of surveys (web application)
 - o Creating of programmes and sessions (web application)
 - o Retrieval of data collected via mobile application (web application)
 - o Manual deletion of user account (web application)

- Viewing of feedback/progress report for participants (mobile application)

The meeting was adjourned at 10.30 pm. Next meeting not confirmed yet. To schedule when date is nearing.

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

Prepared by: Yeo Cheng Fu

Vetted by: Gareth Ng, Low Wei Ting