



TEAM VULCAN
INTERNAL MEETING 20

Date:	17 th September 2015
Time:	12pm
Venue:	SMU LKCSB, Level 3
Attendees:	Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Gareth Ng, Chan Jing Vin, Benjamin Chia
Absentees:	-

Agenda:

- User Testing (2) – Researcher Portal Review & Briefing
- Integration & Testing
- Discussion based on sponsor’s email

Discussion:

User Testing (2) – Researcher Portal Review & Briefing

- Reviewed the User Testing document to ensure everyone in the team knows what will happen during User Testing.
- We will be taking notes on the number of clicks and the time taken that the tester completed for each tasks (including the sub task)

Integration & Testing

- Integrated all parts of the researcher portal so as to ensure core functions (main flow) are functional for the user testing (web application) on the follow day
- All tasks with regards to the researcher portal has been completed and tested, feedback is consolidated and improvements will be made over the new few iterations

Discussion on Sponsor email

- IRB requires a clear set of instructions for participants when they choose to withdraw from the study and uninstall the application from their mobile phones
[Accepted by team, but will only be implemented towards the end of the project due to time constraint in the next few iterations]

- Sponsor requested for program specific final message with a URL after participant's analytics feedback.
[Accepted by team, but will only be implemented towards the end of the project due to time constraint in the next few iterations]
- To ensure participant's data remains confidential between the research team and the participant, password protection is needed for CSV file that contains participant's email address

The meeting was adjourned at 11.30 pm. Next meeting scheduled on 21st September, 12pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by: Low Wei Ting

Vetted & edited by: Yeo Cheng Fu