



TEAM VULCAN
SUPERVISOR MEETING 2

Date:	27 th Aug 2015
Time:	2.15 pm
Venue:	SMU, School of Information System Level 4
Attendees:	Benjamin Chia, Yeo Cheng Fu, Low Wei Ting, Gareth Ng, Chan Jing Vin, Heng Kok Chin, Prof Cheok Lai Tee
Absentees:	

Agenda:

- Updates on Acceptance
- Updates on Schedule Changes & Progress
- Administrative Matters (E.g. Next Meeting)

Discussion:

Updates on Acceptance

- Run through Acceptance slides:
 - o Based on Prof Gan's feedback, light on scope due to the segregation of 2 user groups. We have combined the primary & secondary users as our target users.
 - o Feedback from supervisor: Should highlight those completed functions in the scope circle
 - o Highlight to supervisor that we faced difficulties during presentation.
 1. Smart Watch did not work during demo
 2. We did not communicate well with regards to the survey could do more than the normal survey. Eg. Track time user pause or resume.
 - o Highlight to supervisor that we faced difficulties along the way: There were changes in requirements made by sponsor and we have implemented a Change Request Management Metrics.
 1. The major issue was that we were being told to implement a web portal with the application around 1.5 month before acceptance. The web portal was originally developed by a LiveLab intern. However, it was poorly documented (or

rather no documentation). Therefore, we had difficulties trying to read and understand.

2. Second issue was the communication with Livelab. We had to go through different people to get what we want and many of the things are not readily available and it takes time for them to get back.
 - Our X-factor is the smart wearable. Feedback from supervisor: It is very common. Explain that we are first in market to provide analytics/collect statistics for research purposes. We have schedule an analytics module that will allow participant to track their past progress and allowing them to anonymously compare results similar user groups. We will have an algorithm to calculate it.
 - During Demo, sometimes the smart watch cannot detect heart rate. However, based on Apple's website, this is under their FAQ and not avoidable.
 - Feedback from supervisor: Smart watch is not reliable?
 - To tackle, instead of the requirement of 1 reading per 30 seconds, we will read every seconds. This will ensure that we will still be able to fulfill sponsor requirement.
 - Second X-factor, we will have to change from 150 to 100 meditation logs by midterm [Pending further discussion with Sponsor & Team]
- Based on previous supervisor meeting: the suggestion provided to have multiple Do Not Disturb timeslots rather than only the wake & sleep time settings. We have discussed with Sponsor and have decided not to have too many of such timeslots as it supposed to be random, unbiased results.
- Update after our latest sponsor meeting: Original Plan: beeper survey (random) is independent but now it is to be link with the program.

Updates on Schedule Changes & Progress

- Currently in 4th iteration, there was a delay of 14 days in 2nd iteration (have emailed supervisor to inform of delay)
 - This is due to the change in requirements as mentioned earlier.
 - Feedback from supervisor: In long run, it will look bad on PM. We will need to prevent drastic change from sponsor from now on and to really weigh each changes carefully to ensure smooth schedule.
- Based on feedback, have made changes to the planning of future iterations and also to include more details in schedule timeline to ensure readability.
- We have also loan more phones (current count: 5, 2 from SIS, 3 from others) for user testing.
 - Supervisor need not be included in user testing. Just show progress along the way.
- Clarify on Mid Term on what is expected:
 - Challenges faced, how complex is the system, Technical complexity (spend more time on it)

Administrative Matter

- Team prefers to have supervisor meeting fortnightly as each iteration is around 2 weeks.

- Currently we have 3 members in the team taking more than 4 modules (including FYP) namely: Wei Ting, Gareth, Kok Chin instead of the original 3 members mentioned to supervisor. [We have swapped internally and weigh member is suitable to take more than 4 modules.]

The meeting was adjourned at 3.15 pm. Next meeting is scheduled on 10th Sep 2015 at 2.15pm. 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