



TEAM VULCAN
INTERNAL MEETING 1

Date:	1 st May 2015
Time:	1.30pm
Venue:	SMU, School of Economics Level 4
Attendees:	Benjamin Chia, Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Chan Jing Vin, Gareth Ng
Absentees:	-

Agenda:

- Team Name
- Assignment of Roles
- Confirmation of Project
- Preliminary Discussion on Application Functions

Discussion:

Team Name

- After voting and careful consideration, the team will be named as Team Vulcan

Assignment of Roles

- Project Manager: Low Wei Ting
- Business Analyst: Yeo Cheng Fu
- Quality Assurance: Chan Jing Vin
- Lead Developer: Heng Kok Chin
- Frontend Developer Gareth Ng
- Backend Developer: Benjamin Chia

Confirmation of Project

- Team Vulcan will be taking up the “SMU Mindfulness Initiative – ReFokus Meditation App” project

Preliminary Discussion on Application Functions

- CRUD for podcast and survey
- Scheduling for meditation session

- Generating and sending reports (meditation progress, usage log, etc.)
- Perform analytics (actual analytics requirements TBC with Will)
- Smart band/watch integration, heart rate readings, vibrate guidance

The meeting was adjourned at 4.30 pm. Next meeting is scheduled on Friday, 29th May 2015. 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: Low Wei Ting