



TEAM VULCAN
SPONSOR MEETING 13

Date:	22 nd September 2015
Time:	1 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
Absentees:	-

Agenda:

- IRB Requirements
- Administrative Matters
- Podcast Recording
- User Testing (Mobile Application)

Discussion:

IRB Requirements

- IRB requires Sponsor, Academic Supervisor and all members in the team to undergo the CD test. It is an hour long test on research ethics and has to be completed before collecting data and publishing them publicly for research purposes.
- Sponsor to check with IRB if the team can still proceed on with individual analytics feedback function for participants
- Sponsor may still be able to recruit and pay participants, but has to be done informally

Administrative Matters

- Team requested for ReFokus' logo in softcopy
- Sponsor clarified the logo was designed by Samantha's friend, despite a similar logo was found online
- Sponsor have given the permission to edit the logo background so long it fits the mobile application's colour theme
- Informed Sponsor on the purchase of Google Developer and GitHub account to publish the mobile application and to save the development on a private repository

Podcast Recording

- Team feedback that the recorded podcast is soft on volume and is best to be played using an earphone
- Sponsor may or may not re-record the podcast

User Testing (Mobile Application)



User Test 3
Consolidated.xlsx

The meeting was adjourned at 3 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: Yeo Cheng Fu

Vetted by: Low Wei Ting