



TEAM VULCAN
SPONSOR MEETING 12

Date:	18 th September 2015
Time:	10 am
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, Samantha
Absentees:	-

Agenda:

- Change Requests + IRB Requirements
- Fine Tuning Existing Functions
- User Testing (Researcher Portal)

Discussion:

Change Requests + IRB Requirements

- 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 specified 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 what we will have to re-clarify as Sponsor spoke to Prof Youngki about it)

Fine Tuning Existing Functions

- As participants completes their last podcast, a mandatory post-session and beeper survey will still be prompted. Upon completion of both surveys, the analytics feedback will then be provided

- Participants who are halfway through a deactivated program should be able to complete all remaining sessions and surveys
- Only program owner (the researcher) is allowed to modify the programs created by him/her

User Testing (Researcher Portal)



User Test 2
(Researcher)

CSV File Format

Sponsor proposed to have the data structure as shown below

DemographicsData.csv Open with Microsoft Excel

user_no	Sample question	alpha question	beta question	how happy are you
1	sample response	Alpha response	beta response	6
2	sample response	Alpha response	beta response	1
3	sample response	Alpha response	beta response	3

Intermediate.csv Open with Microsoft Excel

userno	programname	sessionno	starttime	stoptime	userWearable	how happy are you	how stressed are you	how mindful are you
1	intermediate	1	9/17/2015 9:18			5	2	5
1	intermediate	2	9/18/2015 9:18			1	5	2
2	intermediate	1	9/18/2015 10:00			3	3	1
1	intermediate	3	9/19/2015 7:00			6	4	6

The meeting was adjourned at 11.50 am. 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