TEAM VULCAN

SUPERVISOR MEETING 6

Date:	21th Oct 2015
Time:	11 am
Venue:	Skype
Attendees:	Yeo Cheng Fu, Low Wei Ting, Gareth Ng, Heng Kok Chin, Prof Cheok Lai Tee
Absentees:	Benjamin Chia and Chan Jing Vin (Both having lesson – Excused)

Agenda:

- Changes to scope
- Current progress
- Other updates (IRB, Livelabs, midterm)

Discussion:

Changes to scope

- Added the following tasks based on discussion with our sponsor:
    - Researcher Module: Manage Collaboration, Retrieve program statistics
    - Account Module: Forget Password, Email Confirmation
- After discussion with sponsor, team decided to de-prioritise some of the functions and thus dropping.
- Dropped Functions:
    - Sensor Module – All , Social Media Module – All , Additional Smart Wearable Module – Play & Pause Podcast
- Deprioritize Analytic Module – Participant Health Portfolio Comparison task and add more features to enhance Researcher experience (such as Researcher Module – Retrieve program statistics)

Current Progress

- 7th iteration, working on mainly enhancing security.
- Tasks in this iteration are the added Core features (Researcher Module, Account Module) and the tertiary modules (Analytics Module, Schedule Module)

Other updates

- Reiterate the points mentioned in previous supervisor meeting (when going through the Mid Term presentation slides) that team will be doing a Beta Launch on 5th November.
    - o Each of this launch would have participants testing the application (UI/UX) and data (meditation logs) will be collected.
- Midterm Feedback:
    - o Review of Prof Chris Mid Term feedback (no further action needed)
    - o Team reviewed some of the feedback provided, and decided not to implement the following:
        - ▪ Downloading many podcasts at the same time, reason being, each podcast is at least 10MB, if we were to allow user download all session podcast at the same time, it will take up a lot of phone memory.
        - ▪ Automatic download via WIFI, reason being, our application target not just Singapore market, in some countries, WIFI are not unlimited. Team will focus on completing other more important functions first.
- IRB:
    - o All team members has taken the CITI Program.
    - o Sponsor clarify with team on Supervisor's role in this project as he feels that it is not beneficial for the supervisor to go through the CITI Program if supervisor will not be looking at the real participant data collected.
    - o Supervisor would clarify with Sponsor directly to decide whether there is the need to do the CITI Program.
        - ▪ This is so that during finals should they request us to show the data, Supervisor (who has completed the Citi Program) can step in to prove that she has seen the data.
- Livelabs:
    - o Informed supervisor that there is an issue with one of the milestone, which is to move to the Livelabs production server.
    - o Team has been contacting Livelab's personnel with regards to this issue. Summary on the dates and conversation is as below:

Date	Conversation with Livelabs
30 Sep – 1 Oct	Livelabs personnel inform that we should not publish application to Play Store using current Hestia server but to move to their production server. He states that he will discuss with Rajesh and will get back.
5 Oct	Wei Ting asked Livelabs personnel again for updates, he mentioned that the server admins are going to create an account on the production server, he will let us know when the account is ready
15 Oct	Wei Ting checked for updates again, he mentioned that they will monitor our application for 1 to 2 weeks before giving us account on production server.
20 Oct	Wei Ting asked again and this time, the server admin ask to write to Prof Rajesh to request for a production server account Wei Ting wrote to Prof Rajesh and talked to him, he mentioned that it is not possible to create an account for us by 30th October. The engineers will have to check and sign off completely on our project. He will have to talk to the engineer and get back.

- o This is a risk identified by the team and team has followed the mitigation steps planned. There is a high possibility that the team will not able to collect the promised 100 meditation

logs if there is the delay in publishing (this will push back beta and final publishing) as the pilot study is conducted by our sponsor and it should be available in play store.

- o Team will monitor and keep supervisor updated.

The meeting was adjourned at 12 pm. Next meeting to be scheduled, tentatively 5th November 2015, 2.15pm. Date and Time to be confirmed again. 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