TEAM VULCAN

SPONSOR MEETING 15

Date:	20th October 2015
Time:	11 am
Venue:	SMU, School of Economics Level 4
Attendees:	Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Chan Jing Vin, Gareth Ng, Prof William Tov, Samantha
Absentees:	Benjamin Chia

Agenda:

- Follow Up on Midterm Presentation
- Preparation for Final Presentation
- Other Updates

Discussion:

Follow Up on Midterm Presentation

- Discussed with Sponsor on the feasibility of auto-downloading the next few podcasts when participant's smartphone is on WiFi. Conclusion: Not implementing, as each podcast is ETA 10MB, auto-downloading of remaining podcasts will occupy a significant amount of storage space. In addition, as the app caters to various country, some countries might not have unlimited wifi, thus it is not worth the effort to implement something that not everyone will be using especially since it is near the end of the project.
- Presented the mid anchor field on mobile application to Sponsor. Feedback: To have the selected scale number to show the anchor words. Alternatively, Sponsor suggested adding a dropdown option when creating survey questions so that researcher can use that for those with long text as anchors (currently the longest word is 31 characters)
- Presented the general survey questions UI. Feedback: To refine the text field box, where the default text should be "Enter your response" and the question should appear on top of the textbox.
- Sponsor feedback on having participant's feedback graph to be "collapsible" like the current FAQ so as to increase user friendliness. These graph will only be shown after participants have completed the final beeper survey. Also, there will be an additional link which will direct them to the Qualtrics survey on the feedback page.

- Rather than focusing on the Comparison of participant health portfolio module, sponsor has suggested that we do more analysis on all the slider questions, such as comparing the Average happiness for all sessions (combining all) of post session vs beeper, what is the average between each session etc. Comment: Sponsor will feedback more on this portion after user testing.
- Final beeper survey should prompt once every 30 minutes should the participant not complete the survey after first beeper
- Discussed with Sponsor on feasibility of implementing podcast linkage via URL import. Conclusion: Sponsor prefers to use own materials and to avoid copyrights dispute from external sources
- Sponsor requested for step by step screenshot/guide for future use, especially during pilot study so that participant knows what we are referring to during briefing (eg. the qualtrics at the end of the study).
- Updated Sponsor on the 2nd layer authentication when downloading CSV files and preventive measures to secure mobile application user to write into database directly without permission
- Sponsor is agreeable to have a same process for everyone who wish to sign up for a new account with us. They will have to individually create an account via the mobile app, after which a confirmation email will be sent to their registered account. Thus, we will be removing the adding of participant via web portal.

Preparation for Final Presentation

- Clarify with sponsor on what are the keywords to use when describing the project. This would be use when creating our IS480 Poster as well. Feedback: Project description should summarise and focus on the key features of the applications. Eg. Design of Mindfulness Based Intervention (MBI) to evaluate one's everyday life
- Team will request sponsor to vet through the project information submission later this week.
- Sponsor have e-mailed Team Vulcan's academic supervisor to ensure she does not have any interest in co-authoring the end products. Therefore, Sponsor will check with IRB on ReFokus' project approval status (current still pending)
- Informed Sponsor on team's final presentation on Tue, 24 Nov, 1pm

The meeting was adjourned at 12.30 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