



TEAM VULCAN
SPONSOR MEETING 14

Date:	6 th October 2015
Time:	5 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, Samantha
Absentees:	-

Agenda:

- Project/Scope Progress
- Protection of Participant's Details
- Web & Mobile Application Walk Through
- Updates

Discussion:

Project/Scope Progress

- Instead of "Progress Module", Sponsor refer it to be named as "Feedback Module"
- Sponsor prefers to have a module which allows him to have a clear glance of surveys (no. of post-session and beeper surveys) done by each participants for a particular program with timestamp by the side
- Sponsor would like to have the new module listed under Tertiary Functions and is willing to trade it off with Social Media Module and Sensor Module from Good-To-Have Functions
- As the mobile application is currently made to be scalable, the previously given formula for mood calculation would not fit all studies/programs. Hence, analytics module will be revised to provide Min, Max, Avg of collected data (non-text questions from post-session and beeper surveys) such as mood, heart rate, etc.
- For previous change request on final message which will be prompted/shown after the feedback module, Sponsor requests the URL to append userID at the end, eg.
www.example.com/xyz&userid=123

Protection of Participant's Details

- Instead of password protect a CSV file, Sponsor is flexible with team implementing a second layer/level authentication when researcher/administrator attempts to download the CSV file with participant's details

Web & Mobile Application Walk Through

- Requested the "Upload" button to be on the next line when uploading podcast on the web application
- Pointed out that mid anchor is missing from the mobile application
- Requested to add "Others" as a response for gender field
- Limit text response to 140 characters
- Revise the message when participant is unable to start the next session because of the 24 hour limit to something friendlier and more polite
- Remove the back button/feature when participant is at the final message page

Updates

- Updated sponsor on the upcoming milestones (Beta Testing – 5th Nov, Publishing App – 16th Nov) and proposed that sponsor to assist in sourcing for paid participants from Beta Testing onwards.
- We will also be moving to the Livelabs production server on 30th Oct, however, the details will have to reconfirm with Livelabs as they are creating a new account for us.
- Sponsor has requested us to complete the IRB Citi Program before 12th Oct so that he could submit a request to IRB.

The meeting was adjourned at 7 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