TEAM VULCAN

INTERNAL MEETING 15

Date:	20th August 2015
Time:	12.30pm & 9pm (continued after pitching)
Venue:	SMU, School of Economics Level 4
Attendees:	Yeo Cheng Fu, Heng Kok Chin, Low Wei Ting, Chan Jing Vin, Gareth Ng
Absentees:	Benjamin Chia

Agenda:

- Preparation on pitch
- Continue discussion on DB structure
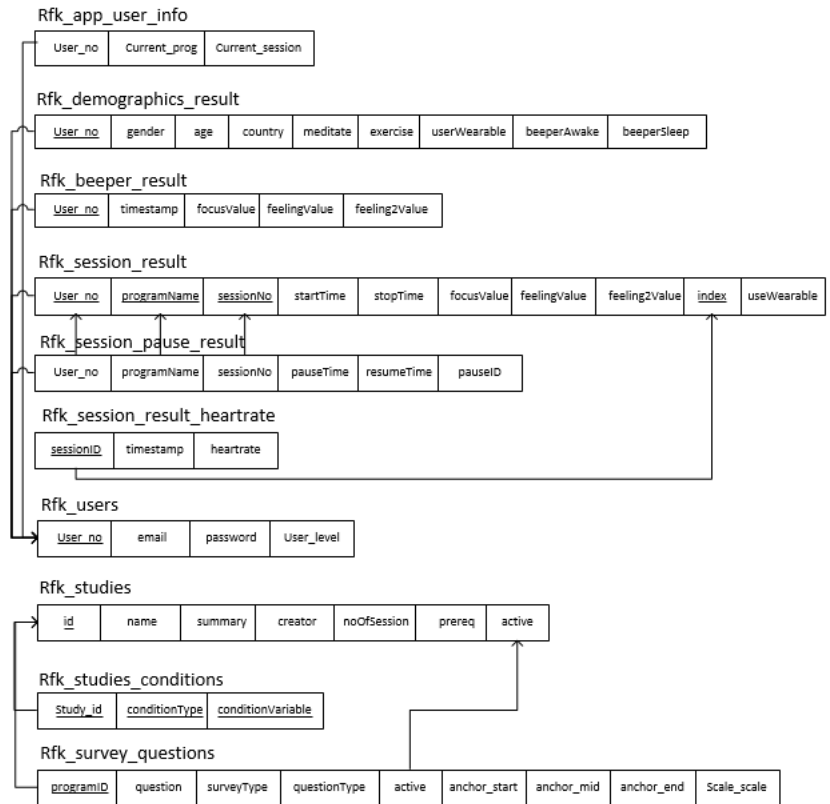- Other Administrative issues

Discussion:

Preparation for pitch

- Please refer to Vulcan 1 minute pitch.docx on SVN.
- Video Recording of the pitch has been done and will be uploaded to Wiki soon.

Continue discussion on DB structure

- Identify the primary key and foreign key of the tables and link the tables
- To ensure scalability, all the tables are structure in the way that in the future our sponsors decide to e.g. Add new questions, he is able to do so without any difficulties even though he indicated that the question would most likely not change.
- There are still some questions that we need to clarify with our sponsor (refer to 19th Aug 2015 minutes) and we will update our database structure again when we confirm.
- The "rfk_survey_questions" table need to double check with Benjamin to ensure everyone has the same idea.
- To standardize the naming convention of the database.
- Table Name: All be small caps and all will use "_" as space. (E.g.: rfk_survey_questions)
- Fields Name: The first word will be small caps, subsequent word will only have the first letter caps and there will not be any space in between. (E.g.: pauseTime)

- Attached picture is a copy of the logical diagram draft, it shall be edited to fit the above naming convention.

Rfk_app_user_info

User_no	Current_prog	Current_session

Rfk_demographics_result

User_no	gender	age	country	meditate	exercise	userWearable	beeperAwake	beeperSleep

Rfk_beeper_result

User_no	timestamp	focusValue	feelingValue	feeling2Value

Rfk_session_result

User_no	programName	sessionNo	startTime	stopTime	focusValue	feelingValue	feeling2Value	index	useWearable

Rfk_session_pause_result

User_no	programName	sessionNo	pauseTime	resumeTime	pauseID

Rfk_session_result_heartrate

sessionID	timestamp	heartrate

Rfk_users

User_no	email	password	User_level

Rfk_studies

id	name	summary	creator	noOfSession	prereq	active

Rfk_studies_conditions

Study_id	conditionType	conditionVariable

Rfk_survey_questions

programID	question	surveyType	questionType	active	anchor_start	anchor_mid	anchor_end	Scale_scale

Administration

1) To improve efficiency and punctuality of the team. We have implemented the Attendance Punch Card Metrics.

This would apply to all team meetings with effect from the next meeting.

First 10 minutes late	Grace Period, No charges
After 10 minutes grace	$1 for every additional 5 minutes late, No maximum charges

All funds collected will be donated to our welfare fund and Wei Ting will be keeping track. Should punctualities not improve over time, we may make changes to increase the fee charges.

The above have been discussed and agreed upon by all members (Benjamin who is not around in this meeting has been informed)

2) To ensure everyone stay focus during meeting. We have implemented the Agenda Manager.

Before the day of meeting, whoever that arrange for the meeting would have to set agenda and allocate estimated number of hours to each agenda and send an email to everyone. (We will also look into the options of Outlook/Google Calendar)

3) To ensure that everyone we can easily plan meeting, we have come out with a shared calendar.

All members have provided their time table and common time slot has been identified and highlighted in yellow. FYP would have priority over all these timeslots.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
0815 - 1130			JV Ben	CF		CF (Until 12pm) JV (Frisbee)	
1200 - 1515		KC	Ben		WT (Until 1.30pm)	JV (Frisbee - Until 2pm)	
1530 - 1845	CF WT Gareth KC JV		WT Ben	CF Gareth KC			
1900 - 2215	Gareth	CF WT KC Gareth	JV CF (From 8pm, 3rd Wed of every month)				

However, as we may have last minute changes and plans along the way, members are to inform the team of any changes in their schedule 1 week in advance.

4) Cheng Fu to check with Sponsor and schedule a meeting early next week to confirm requirements for researcher portal and also to update or ask questions.
5) Next meeting is tentatively scheduled on Sunday, 23rd Aug 2015 at 12pm. (If everyone is okay, we will move it forward to 10am) OR alternative it will be scheduled on Monday, 24th Aug 2015 at 10am.
6) Subsequent meeting for next week would tentatively be on Thursday(7pm) and Friday (2pm)

The meeting was adjourned at 3pm and 10pm. Next meeting is scheduled on Friday, 23rd August 2015. 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, Heng Kok Chin, Gareth Ng, Chan Jing Vin, Benjamin Chia