FYP Meeting on 07/11/2023 - Meeting Minutes Notes

Ibrahim Ahmad (Student) <210029073@aston.ac.uk>
Wed 08/11/2023 13:48
To:Lilit Hakobyan <l.hakobyan2@aston.ac.uk>

Dear. Dr Lilit,

I wanted to follow up our recent supervision meeting that took place on the **07/11/2023** at **13:30pm - 14:00pm.** As promised, I have created a meeting minute. Please find below a summary of the meeting minutes.

What we have discussed so far during the meeting.

- Reviewed and Provided feedback of the interview questions that will be used when conducting the meeting.
- The importance of making sure that questions are relevant to the topic eye health, and generalise the type of answers that I will receive from the question before considering to include in the set of interview questions.

What actions have been done

Dr. Lilit:

- Made significance edits on the ethics approval documents, and has stated there is no need to include two declaration forms if there is two types of interviews such as Online/In Person interview.

- Detailed and insightful feedback from the interview feedback, making sure that it is relevant to eye health and the background research that has been done, and is made clear for participants that are answering the interview question.

Myself:

- I have appended the improvements based on the comments and accepted the changes in the ethics approval documents, which are ready to be submitted to the ethics teams, though I need to revise the set of questions that I will ask during the interview.

Responsibility

Myself

- Avoid overcomplicating questions that will involve an expert the field of eye health to discuss about.

- Avoid over-thinking questions that are irrelevant to the topic of eye health, and background research done.

What we have agreed to

- Making sure that the interview questions are made clear to the participants.
- Questions are made relevant to the topic of eye health, and they are not too personal.
- For the interview questions focus on providing suggestions of features that can be included in the eye health app relevant to eye health for those who haven't used an eye health application.

- Try not to include questions that are hard to understand for participants.

What actions need to be done
Myself

- Revise all questions that will be discussed during the interview.
- Submit ethics approval documents before **8th December 2023.**

Thank you very much for the meeting, and for taking your time reading this e-mail. I am looking forward to seeing you next week.

Kind Regards,
Ibrahim Ahmad