

Formal Meeting 5 on 12th November 2018, 14:15-14:45

Participants: Paul Dempster (supervisor/client)

Team 15 : Denis Stepanov, Melanie Cheong, Mingda Liu, Tianhao Li, Yiming Chen,
Masrur Sobirov

Absentees: None

1. Introduction and recap of the progress

- Ethic forms: revision of formal documents for the research process
- Survey: introducing first draft of the questionnaire
- Interim Report: presenting first draft of the outline and cover page for group report

2. Problem and discussion about the Questionnaire

- We have asked for advice from the supervisor on different questions in our survey:
 - Question 1 about the routes should be revised because gym already has planned/labeled routes.
 - More time ranges
 - Improve scale-type answers to have 5 at minimum
 - Revise the question about the application idea to force people to answer on scale (not just yes/no)
 - Aim to have about 20 questions in total
 - Ask more specific questions related to app in "Scenario" section
- Supervisor mentioned that we may collect contact information at the end of the survey for future contact with volunteers (optional choice). Although our questionnaire is anonymous, contact information would help us to conduct meetings in more efficient way later in the process with people who are interested in our application.
- Supervisor advised the team on specific order of questions in section 1 (to be revised with total number of questions later).

3. Interim report

- Supervisor said that all the report is based only on our decisions and we have to decide on number of major topics and divide the workload by ourselves.
- Supervisor also stated that we can submit the draft report no later than December 3rd, 2018 to be revised. It would take approximately a week for supervisor to review the draft and return to us on time to add changes.
- Relate to Handbook outline

4. Checklist and Other forms for Ethics Submission

- Checklist questions reviewed (Section 2 & 4)
- All the forms were presented but not on time manner (accident with format of the files sent by email).

6. Other

- Since we have decided to use **Qualtrics.com** for main site of the survey, we had additional questions during the meeting:
 - Advisor stated it would be a good idea to add all the forms online before the start of the survey. Doing so would prevent anybody to access the form to submit random/fake data.
 - Example:
 - Information sheet
 - Consent form for volunteers
 - Survey Questionnaire
- When submitting the forms next week, we should attach the screenshots of the survey pages from the website.

7. Tasks

- Finish the ethics forms to submit completely on the next meeting (including the questionnaire).
- Divide tasks between team members to research/prototype.

8. Next meeting time

15:15 – 15:45 on Tuesday, November 20th, 2018