




Group Meeting #5

 **Date:** 18 March 2025

 **Time:** 2:30 PM or later

 **Location:** Discord server

Agenda:

1. **Review feedback in LMS and lecture/tute**
2. **Prepare a draft interview guide, including questions and a script**
3. **Prepare an information sheet and consent form**
4. **Next Steps & Action Items**
 - a. **Gather email of student/alumni and ask for their availability (20 March)**
 - b. **Q and Kevin availability for Week 4 (20 March)**
 - c. **Finalise the interview script and questions (20 March)**
 - d. **Conduct recorded mock interview to test functionality using Zoom (21 March)**
 - e. **Conduct interview for Week 4 (24-28 March)**

Meeting Minutes:

1. Feedback from LMS/lecture/tute
 - a. Lecture
 - i. Try narrowing down to a specific struggle
 1. Make it open
 - ii. Don't be too fixed on one particular solution
 - iii. Keep an open mind with the tools
 - b. Tute
 - i. international students statistic
 - ii. related stakeholder: uni mental health services (learn from another perspective)
 1. Not sensitive because asking from experts
 - iii. can ask if intl. students use any mindfulness app as well
 - iv. think about interview plan more now
 - v. Focus on target users more (interview).
 1. At least 2 for each team member.
 2. Expecting more than 6 interviews in total.
 - vi. Can do interviews throughout semesters, not necessarily before week 7
 1. When more insights are needed to improve the product

2. Interview process
 - a. 10-15 minutes duration
 - b. All team member present, Daniel leading the interview
 - i. If interviewees agree to be recorded, can interview with 1 interview at least.
 - ii. If interviewees don't agree to be recorded, they need to conduct an interview with at least 2 interviewers.
 - c. Script will be established
 - i. Include PNC terms
 - d. Ask for student availability week 3, planning for few interviews on week 4
 - e. Can be alumni of Unimelb (still international student)
 - f. Do follow-up questions on suggestive answers given by interviewees.
3. Consent
 - a. We can do it verbally
4. Plain Language Statement
 - a. We are doing low risk interview
 - b. Can be given when asked by interviewee