***Subject:***  Client Meeting 2, Week 3

***Project Name:*** JetSet

***Facilitator:*** Yu Sun Bin

***Prepared by:*** Sophia Polito

***Mode:*** Face to face

***Date:*** Tuesday 20th August

***Time:*** 1.30pm – 2.30pm

***Attendees:*** Yu Sun Bin, Brendon Lam, Rowena Yu, Yanis Weng, Edwin Chau, Sophia Polito

***Absent:*** None

*[****Agenda item –*** *the topic to be discussed during the meeting*

***Description/comments*** *– brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item*

***Decision/Action:*** *decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required*

***Who*** *– team member responsible for action or outcome(s) associated with decision made regarding agenda item*

***Items for escalation*** *– any issues that needs to be raised with the team manager, tutor or client]*

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Medium fidelity prototype completed and shown to clients | * Prototype was approved of by client | * Edwin and signed off by Yu Sun |  |
| 2 | What is in progress? | * Plan for data transfer from app to researchers in csv format * Resolving issues regarding flight times and notifications on the app | * Decision is still be determined. However this is planned to be resolved by this week | * Edwin * Sophia | * Our solution will be discussed with client in the following meeting |
| 3 | What is working well? | * Current screen designs | * Extend upon current designs | * Brendon * Rowena |  |
| 4 | What needs improvement? | * Resolving issues regarding in flight data * Change the scales on the KSS question | * Change the scale to match the scale in the given survey from researchers | * Yanis |  |
| 5 | Reminders | * Send scope document to Yu Sun Bin for signing off * Potential of having flight options pre-set into the app | * Send scope document to Yu Sun Bin | * Sophia | * Send scope document to client before Mon next week |
| 6 | What needs to be completed before the next meeting? | * Scope documentation * Plan for data transferring * Solution to how in flight information will be stored * Solution on when to start the first non in flight day after landing | * Aside from scope documentation, the other elements will require group discussion before a decision is made in these areas | * Sophia for scope * Group discussion to resolve outstanding issues |  |
| 7 | What is considered in scope for the project? | * Questions regarding sleep time, meal times, exercise, KSS and jet lag scale, PVT reminders and mood * Notifications for participants to complete testing 1hr, 7hrs and 13 hrs after waking * Converting data from the app to a csv file for research purposes * Estimating times of waking and when meal times are expected during flights * Questionnaire * Inclusion of questions regarding naps, snacks, exercise, caffeine and possibly alcohol intake * Restrictions on options people can enter * Recognition screens to acknowledge data has been entered * Write the app such that more flights can be added without excessive manual changes | * To include these in the scope documentation | * Sophia |  |
| 8 | What is considered out of the scope of the project? | * Safety and distribution of iPads to participants * Specific wordings of the questions which will be provided to us by Yu Sun Bin * Multiple flights, connecting flights including stop overs * Determining the eligibility of participants for the study * Recommendations for when to sleep and how to reduce jetlag are out of scope | * To include in the scope documentation | * Rowena |  |
| 9 | How to transfer data to the researchers | * Possibility of using email * Link the app to a central email account * Have a login for researchers | * No current decision has been made until the next group meeting | * Edwin | * To be addressed in the next group meeting |