

Minutes of the Second Client Meeting

Team 24

Tuesday 16th March 2021

Chair	Eric Ma
Secretary	Jason Ng
Members	Emily Lu Portia Ng
Apologies	None.

1. Time and Place

The second client meeting for the MCI Project was held in Zoom at 2pm on Tuesday 16 March 2021.

2. Quorum Announcement

The Chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its business.

3. Summary of Previous Meeting

Eric Ma recapped Monday's meeting which was the first meeting with client. The meeting was focused the background information and general requirements of the project.

4. Requirement Elicitation

4.1 Name of App

The name of application is 'MindSpace' as provided by the client. And the project slogan is 'The 'Fitbit' of Language'.

4.2 Feedback on the presented prototype and prioritise major features

Landing page – Client is satisfied with the landing page graphics. As for features of landing page, it is necessary to add a button which directs the new user to the 'Creating Profile' page, in which the application gathers the personal

information of user as well as a consent which authorize the app to access the device keyboard or user's social media accounts.

Five emotions map – In addition to the main five emotions/categories, up to five motions (negative emotions possibly) will be added upon client's requirement. The new added emotions will be linked to the existing five emotions and presented in another page after a click.

On the other hand, client mentioned another optional requirement, which required us to present the five emotions map with colour and size contrast according to user's emotion status.

Single Emotion Analysis – Firstly, points of triggers will be replaced by frequency of triggers. Secondly, the emotion tracking is on weekly basis, therefore, in this page we have to add a bar which shows the date of a specific week. Thirdly, we have to provide a button which gives solution to user by directing them to useful resources such as articles about emotion therapy.

Insight – This page will be kept since client had no comment.

Daily and Monthly tracking – This page will be kept since client had no comment.

4.3 List of reported emotional states

As mentioned in 'five emotions map' of section 4.2, required emotional states will be confirmed by client later.

4.4 Presentation of trigger and response of emotions

Refer to 'Single Emotion Analysis' of section 4.2.

5. Activities

Responsible Person	Activities	How does connected to project main goals?	Status	Due Date
Emily	Modifying prototype UI design on Figma	Adjusting prototype UI design to fit client requirements and for pitch presentation	50%	26/03/2021
Emily, Portia, Jason, Eric	Drafting Milestone 1 plan	Submission of milestone 1 plan	40%	26/03/2021
Emily, Portia, Jason, Eric	Creating the presentation slide	Prepare for pitch presentation	20%	27/03/2021

6. Other Issues

6.1 Sample data for app testing

The data set which includes limited categories of triggers will be provided by client in next week.

6.2 Design initiatives and value of product

Client recapped the purposes and value of product, which enhance public emotion awareness by offering people a more convenient and effective tool of self-emotional assessment and tracking and problem-solving advice. Moreover, data collected will be used for further research. Lastly, they appreciated the calendar feature and tracking page designed by the team.

7. Adjournment

The next meeting is a group meeting and will be held in Zoom at pm on Tuesday 23 March 2021. The meeting closed at 2:30pm.