Minutes of the Third Client Meeting

Team 24

Tuesday 23rd March 2021

Chair	Emily Yingyao Lu
Secretary	Portia On Ki Ng
Members	Jason Yiu Yeung Ng
	Eric Ka Yiu Ma
Apologies	None.

1. Time and Place

The third client meeting for the MCI Project was held in Zoom at 2pm on Tuesday 23 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

Emily Lu recapped last Tuesday meeting which was the second meeting with client. The meeting was focused the MindSpace prototype and general requirements of the project.

4. Requirement Elicitation

4.1 Feedback on the modified Prototype

Home page – It shows five major emotion in bubble and the rest in a list underneath, client pointed out that user may be confused whether they should click the bubble or the list to explore an emotion. Eric suggested to make the list invisible, the list will only be displayed when user click explore more emotion, client is satisfied with this solution.

Explore page – Two modification suggestion was raised by client: switching the location of identified keyword and weekly tracking; providing a page of strategies about coping with specific emotion when user click on an identified keyword.

Client is satisfied with the rest of pages.

4.2 Feedback on the presentation slides

Client reminded us to be careful about the time limit, and has given following suggestions and comments:
- Social media should not be the focus on the presentation, one page should be enough.
- The functionality of the app should be mentioned briefly in approximately two to three slides.
- Mentioning team members' previous experience could be useful for the part of feasibility.
- Cooperation with the Language Technology for Social Good (LT4SG) with NLP integration could be mentioned in the feasibility slide.

Overall, client is pleased with the pitch presentation slide.

4.3 Confirm requirements & Milestone 1

Milestone 1 – Home page, landing page, login & signup page, and user permission page should be developed.

Data set – Client confirmed that data set will be provided next week for App development.

5. Other Issues

None.

6. Adjournment

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