### **Meeting Notes 3: Prototype Development Progress Meeting**

**Date**: 01-Sep-2023  
**Time**: 10:00 AM  
**Location**: Conference Room 1 / Virtual Meeting via Zoom  
**Attendees**:

* Sarah Lee (Project Manager)
* Alex Johnson (Lead Developer)
* Mia Chen (UI/UX Designer)
* Rahul Patel (Backend Developer)
* Emma Brown (Mobile Developer)
* John Kim (Data Scientist)
* Emily Davis (QA Engineer)
* Michael Smith (Security Specialist)
* Olivia Wilson (Technical Writer)
* David Nguyen (Product Owner)

**Agenda**:

1. Prototype Development Update
2. Feedback and Adjustments
3. Testing Plan Discussion
4. Q&A Session

**Minutes**:

**1. Prototype Development Update**:

* **Presented by**: Alex Johnson
* **Details**: Alex provided an update on the prototype development. The team has successfully implemented the core functionalities for sleep tracking, heart rate monitoring, and stress level detection. Activity recognition is partially completed, and integration with the Samsung Health app is ongoing.
* **Outcome**: The team is on track with the development timeline. Emily Davis is preparing test cases for the upcoming testing phase.

**2. Feedback and Adjustments**:

* **Feedback**:
  + **Emma Brown**: Suggested optimizing the performance of the heart rate monitoring feature to reduce battery consumption.
  + **Rahul Patel**: Recommended enhancing the user interface for the activity recognition feature to make it more intuitive.
* **Adjustments**: Alex agreed to address these feedback points and update the prototype accordingly.

**3. Testing Plan Discussion**:

* **Assigned to**: Emily Davis
* **Tasks**: Prepare detailed test cases covering all new features. Ensure comprehensive testing of each feature, including functional, performance, and usability testing.
* **Deadline**: 10-Sep-2023

**4. Q&A Session**:

* **Question from**: David Nguyen
  + **Question**: How will user feedback be collected during the prototype testing phase?
  + **Response**: Emily Davis explained that user feedback will be collected through surveys and in-app feedback forms. The feedback will be analyzed and used to make necessary improvements.

**Action Items**:

* Alex Johnson, Rahul Patel, Emma Brown: Address feedback and update the prototype by 05-Sep-2023.
* Emily Davis: Prepare detailed test cases by 10-Sep-2023.
* John Kim: Analyze user feedback and provide insights for improvement.

**Next Meeting**: Testing phase kick-off meeting scheduled for 11-Sep-2023.

**Conclusion**: The prototype development progress meeting concluded with positive updates and valuable feedback. The team is aligned on the next steps and ready to proceed with the testing phase.

### **Additional Minutes:**

**5. Detailed Prototype Development Progress**:

* **Sleep Tracking**:
  + **Progress**: Core functionality for detecting and analyzing sleep patterns is complete. Integration with accelerometer and heart rate sensors is working as expected.
  + **Next Steps**: Finalize the user interface for displaying sleep reports and implement the sleep coaching tips feature.
* **Heart Rate Monitoring**:
  + **Progress**: Continuous heart rate monitoring and alert system for abnormal readings are implemented. Initial performance tests indicate acceptable battery consumption.
  + **Next Steps**: Optimize the code to further reduce battery usage and conduct more rigorous performance testing.
* **Stress Level Detection**:
  + **Progress**: Basic stress level detection using heart rate variability is functional. Preliminary tests show promising accuracy.
  + **Next Steps**: Improve the algorithm for better accuracy and integrate user feedback mechanisms.
* **Activity Recognition**:
  + **Progress**: Running and cycling activities are accurately recognized. Swimming and other activities are in development.
  + **Next Steps**: Complete the implementation for all planned activities and refine the user interface based on feedback.

**6. Review of Prototype Screens**:

* **Sleep Tracking Screen**:
  + **Feedback from**: Olivia Wilson
    - **Comments**: The design is intuitive and user-friendly. Consider adding a weekly summary view.
  + **Response from**: Mia Chen
    - **Actions**: Will add a weekly summary view and ensure consistency with other screens.
* **Heart Rate Monitoring Screen**:
  + **Feedback from**: Rahul Patel
    - **Comments**: The alert feature works well. Suggest adding more customization options for alert thresholds.
  + **Response from**: Alex Johnson
    - **Actions**: Will add customization options and refine the alert mechanism.
* **Stress Level Detection Screen**:
  + **Feedback from**: John Kim
    - **Comments**: The initial algorithm performance is good. Recommend adding more contextual tips based on stress levels.
  + **Response from**: Mia Chen
    - **Actions**: Will collaborate with the content team to add more contextual tips.
* **Activity Recognition Screen**:
  + **Feedback from**: Emma Brown
    - **Comments**: The interface is clean, but the icons could be more distinct.
  + **Response from**: Mia Chen
    - **Actions**: Will update the icons to be more visually distinct.

**7. Risk Assessment and Mitigation**:

* **Potential Risks**:
  + **Integration Issues**: Potential challenges in integrating new features with existing systems.
  + **User Acceptance**: Risk of users finding new interfaces or features difficult to use.
* **Mitigation Strategies**:
  + **Regular Integration Testing**: Conduct regular integration tests to identify and resolve issues early.
  + **User Feedback Sessions**: Hold user feedback sessions during the prototype phase to gather insights and make necessary adjustments.

**8. Collaboration and Communication**:

* **Tools**: The team agreed to continue using Slack for daily communication, Jira for task management, and Confluence for documentation.
* **Meetings**: Weekly progress meetings will be held to ensure alignment and address any issues promptly.