Sponsor Minutes 13

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| Date: | 13th December 2013 |
| Time: | 11am-12 noon |
| Venue: | Prof Ben’s Office |
| Attendees: | 1. Lim Wee Ta 2. Chloe 3. Rachelle 4. Aretha   Prof Fiona Lee |
| Absentees:  (provide reason if any) | Danial |
| Agenda: | General updates |

**Discussion:**

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|  |  | Action By | Deadline |
| 1 | **Analytics Charts**   * Make the naming of the charts to be clearer * Mouse over on the graph to show details of the data |  |  |
| 2 | **Main Page**   * To have the following buttons   Student  Faculty  Guest  Sponsor  Register  Sign in |  |  |
| 3 | * Validation for phone numbers(to include international numbers as well) * Max limit for every field |  |  |
| 4 | **To include “Getting Started” above the announcement table** |  |  |
| 5 | Logged in as Sponsor:   * Remove phone number for sponsor details (search table) * Order the tabs according to priority from left to right (according to roles) |  |  |
| 6 | Break up preferred skills into the following:   1. Programming platform 2. Platform 3. High Level technology 4. Low Level technology 5. Development tools   \*\* to give option of others ( to enter new entries) |  |  |
| 7 | Search Team:   * Reduce invite button to give more space for the names of the team members * Number the names of the members |  |  |
| 8 | **Project Profile(of sponsor)**   * Teams invited * Status of the teams(whether accepted or rejected) |  |  |
| 9 | * My profile for all to be placed under gears * Rename sponsor feedback as feedback * Remove search sponsor |  |  |
| 10 | **Sponsor Feedback**   * Collect statistics of the number of sponsors who want to continue sponsoring * Decide on how to display feedback:  1. Supervisors: to see all feedback from teams 2. Course Coordinator: to see all feedback given by everyone |  |  |

Minutes taken by: Rachelle

Vetted by: Lim Wee Ta

13th December 2013