Sponsor Meeting

Meeting Minute Number	07
Date	18/11/2014
Time	15:00 -17:10
Venue	NUH Pocket Full Of Posies
Attendees	Thandar, Sithu, Kawi, Pei Qin, Ken
Absentees	-
Agenda Topics:	1. Walk-through the whole scenario 2. Gain acknowledegement from HuiJia to use the site for our school's CCAs 3. Others 4. Confirmation on the attendance for Sponsor Day and Final Presentation

S/N	Action items	Person Responsible	Deadline

1.	**Walk through the whole scenario**
	
	Things to be Changed:
	Sign Up
	• Indicate to the participant that only one account is required
	Account
	• Data cant be pull out
	   o Country of Residence (Take away the "s")
	   o Contact Number
	Form Template
	• To include line breaks (for those agreements & etc)
	Our Response: Might be risky
	Hui Jia's Suggestion:
	   o Enable the administrator to add in manually (for instance </br>) when they create the form template.
	   o Or enable the administrator to add in additional text box for the description		

E-Signature
1. Have to make it compatiable for all browsers.
   - Not working for FireFox
2. Without e-signauture, participant should not be able to submit their application.

Upload Required Documents
Change the wording to: Only image file and PDF files are accepted.

Agreement & Signature button
When participant view their application, there is a button for them to view their signature and agreement. However, it is not reflected.

Application (PDF File)
1. Missing the "By signing, I acknowledge…" → Must list out everything
   *Note: Require Hui Jia to give 2 versions – below 18 or above 18
2. If possible, have the signature to be shown at every page.
3. All description for all fields should be shown as well.

Email Template (after completing the registration)
   - Add in one sentence under the "Requirement documents for download": Please ignore this if you have already uploaded the documents.

Create Program
   - Does not directly go to the agreement. Put a button that state" Edit Agreement"

Brief Hui Jia on the following:

Form Template
1. Better to edit the default form template rather than deleting it.

Profile
1. Profile will be updated after the participant has successfully applied for the program.

Archive Program
-   Once archived, the programme will bcome read-only and cannot be undo. Currently, there is no deletion of programme.

Teacher's Features

	1. View program listing
	2. View application for the program
	3. Check whether payment has been made
	4. Export the list of participants
	5. Ability to turn on the paid function.
	     o If teacher clicks "yes", participant will be able to see the confidential documents. If change to "no", then he won't be able to see the confidential documents.
	6. When participant withdraw, both participant and administrator will receive the notification.
	
	FAQ
	Plan to provide an FAQs section for both the administrator and participant
	
	Future add-ons (For Hui Jia to take note)
	    1. Upload required feature – able to add in "Upload existing files"		

2.	<u>Gain acknowlededgement from HuiJia to use the site for our school's CCAs</u> Conclusion: Huijia is agreeable to allow our team to use the site for our school's CCAs. However, we are required to ensure that logos, agreements & other things that are related to Project Skillseed, should be omitted.		

3.	<u>Others</u>
	
	Notice to HuiJia
	    1. We will be handing over the codes, technical API & etc to you after this semester.
	        a. *Strongly recommend having backup codes before tweeting them.*
	    2. Towards end of the term, we will provide training to Skillseed Team.
	        a. User Guide will be provided
	    3. We would require the **Sponsor's reflection and value** from you, by next Wednesday, 26th November 2014.
	    4. Please create an email account (eg. support@projectskillseed.com) that Project Skillseed will be using to send email to the participants and administrators.
	        a. Currently, we are using a gmail account, which is projectskillseed@gmail.com.
	    5. Please provide us the updated default form template format so that we can make the necessary changes.
	    6. Kindly remind the participants from China to use other browsers		

	other than Firefox - Preferably Chrome. **Notice to Team Pentagon** 1. Hui Jia will be testing remotely from now onwards. She will cater 3 programs to open up to the real participants. There will be participants that come from China. *Request them to access from IE, Chrome & Safari. 2. Send Hui Jia the testing instructions, user survey & etc. Hopefully by tomorrow-19th Novemeber, so she can proceed to send the participants for testing. 3. Before 25th, Hui Jia might be adjusting on the default form template such as the required fields, placeholder & etc. Would require the team to support this.		
4.	Confirmation on the attendance for Sponsor Day and Final Presentation **Final Presentation:** 2nd December 2014 **Time:** 1.30 to 3pm **Venue:** SIS SR2.1 *Hui jia will be attending on that day* **Sponsor Day:** 3rd December 2014 * Hui Jia will be dropping by.		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Technical Development	Sithu, Kawi, Ken	-
2.	Send to Hui Jia the required documents / instructions for testing	Thandar	19th November 2014
3.	Editor for the site	Pei Qin	-
4.	Send the criteria for Lien Centre award to Hui Jia	Thandar	22nd Novermber 2014

Prepared by:

Pei Qin

Observers:

Thandar, Kawi