

Sponsor Meeting

Meeting Minute Number	04
Date	10/09/2014
Time	11:00 -12:40
Venue	NUHEnterprise Incubator
Attendees	Thandar, Pei Qin
Absentees	Ken, Sithu, Kawi [Not required to attend]
Agenda Topics:	1. Clarification of current business and user process

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Clarification of current business and user process</u></p> <p>Features that Wufoo provides BUT ARE NOT required by Skillseed</p> <ul style="list-style-type: none"> Form Analytics <p>Features that Wufoo provides AND are required by Skillseed</p> <p>Application</p> <ul style="list-style-type: none"> Administrator being notified when an application is being received The Acceptance & Rejection letter should be personalized. <ul style="list-style-type: none"> “Dear <participant’s name>” <p>Application Form</p> <ul style="list-style-type: none"> Cannot be hardcoded as certain partners require Skillseed to input additional information. Have a feature called “Duplicate” as the most of the forms are generally the same. 		

	<p>Page Rules</p> <ul style="list-style-type: none"> • Category 1: Age 18 & above • Category 2: Below 18 • People that fall under Category 1 might skip a certain steps during registration of programs. <p>Form Rules</p> <ul style="list-style-type: none"> • Have a standard template under “Confirmation Option” which include participant’s entry <p>Additional features that are required by Skillseed</p> <ul style="list-style-type: none"> • Administrator can add people of the same level. • Over at the application page, there should be a filter options which allow administrators to view Incomplete Registration. • After signing up, participants will receive a copy of their application. Ideally, it should reflect the description of the Terms & Conditions. • Enable administrator to upload existing files or newly-created ones (eg. Packing List) • The Terms & Conditions should fit into the page and participants are required to scroll all the way before allowing them to click on the agree or disagree button. <p>Other feedbacks received from Hui Jia</p> <p><i>Business Context:</i> In the next coming year, Skillseed aims to move towards a default one whereby they will work with school [90%] and less of individuals [10%].</p> <p>Currently, the whole process from creating the form to end of the program takes around 40 to 60 hours. [can be more]</p>		
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	<p><i>Participant Context:</i></p> <ul style="list-style-type: none">• Email will be used to enable participant to sign in to his account. As participant may edit on his email, he should be notified that if he wants to change his login email, the email at his profile is required to change as well.• Can view their applications but are not able to make amendments.		
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Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Update other team members of the user and business process	Thandar, Pei Qin	12/09/2014

Prepared by:

Pei Qin

Observers:

Thandar, Kawi