Sponsor Minutes 2

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| Date: | 30 May 2013 |
| Time: | 730pm – 815pm |
| Venue: | Prof Benjamin Gan office |
| Attendees: | Team:   1. Lim Wee Ta 2. Charles Tan 3. Chloe Chiang 4. Rachelle Lewis   Sponsors:   1. Benjamin Gan 2. Fiona Lee |
| Absentees:  (provide reason if any) | 1. Danial (OT work) 2. Aretha (Europe Holiday) |
| Agenda: | 1. General Updates 2. Gather requirements from Sponsors |

Discussion

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| No. | Details | Action By | Deadline |
| 1 | **General Updates**  **-** 2 roles for Ben Gan & Fiona Lee: Give requirements and be coordinator  They will try to push us more.  - For us: Don’t just listen and do. Ask ourselves why we are doing this and come up with solutions to meet the requirements.  - Ideally to get a minimum viable product done before acceptance.  - Think of the Value add of this project. Examples are as such:  - Improve efficiency in coordinating the project (For Ben Gan the coordinator)  - Know what skill sets needed  - Perhaps match teams with more complementary skills  - Next meeting -> Validating the user requirements  - Check off and see our progress of what we have done  - Think of what we can do (the scope) then come up with project schedule  - Think of how to check who are the students that are able to do IS480  - New students, students who met some requirements etc.  - Think of what is the business process flow and come out with it  - X- factor: 3 possibilities  - Matching algorithm  - Getting deployed and usable  - UI/Design (Brilliant, user friendly) | All | 12 August (Before acceptance) |
| 2 | **Gather requirements from Sponsor**  4 Key Sponsor Requirements  1. Crawling the wiki to build up the database (Get it done before acceptance  - Variables:Teams, sponsors, projects, supervisors, reviewers, think of more (eg. Terms, skillset, email address, ID)  2. Do the single sign on  3. Matching algorithm  -skills(people skills, project management)  - technology(operating system),  - industry  - equipment/resources  - Still involves a lot more other variables/ things  4. Analytics  - Maybe extra functionality to integrate into LOMS  - Integrate with the registrar | All  All  All  All | 12 August (Before acceptance)  12 August (Before acceptance)  26 Nov (Before Final) |

Minutes taken by: Chloe Chiang

Vetted by: Lim Wee Ta 30 May 2013