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
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| Absentees:(provide reason if any) | 1. Danial (OT work)
2. Aretha (Europe Holiday)
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| Agenda: | 1. General Updates
2. Gather requirements from Sponsors
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Discussion

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| No. | Details | Action By | Deadline |
| 1 | **General Updates****-** 2 roles for Ben Gan & Fiona Lee: Give requirements and be coordinatorThey 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 Requirements1. 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 on3. Matching algorithm  -skills(people skills, project management) - technology(operating system),  - industry - equipment/resources - Still involves a lot more other variables/ things4. Analytics - Maybe extra functionality to integrate into LOMS - Integrate with the registrar | AllAllAllAll | 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