Date: 27/1/2016
Time: 1500hrs
Venue: Oxley Business Hub

Attendees:

FYP TEAM	CLIENTS
1. Matthew Luo 2. Ian Cheah	1. Jagdish 2. Christine

Agenda:

S/N	Description
1.	Career Buddy Process
2.	Schedule
3.	Job suggestion feature
4.	Login email verification
5.	Marketing

Career buddy process

- Shifted the scope away from job match-ability to more of a course discovery tool
- Users shape their goals based on 3 main criteria
    - Skills, Specialization, and Job (Individual skills being the lowest level)
    - A goal to achieve a specialization may involve a package of required skills
    - One skill equals to one course
    - One specialization has many skills
    - One jobs has many specialization
- In essence, it is about what the user wants to learn or get out of this career buddy that becomes the main data point
- The output of keying in their choices = the courses related to their choices
- Skills can be tagged to different courses
    - Find a source for these courses (e.g. SkillFuture or Coursera)
    - Will have to find commonalities between job requirements
- Focus less on data credibility, we should be more concerned with the technical complexity
- Can try for IT jobs first (since we have narrowed down scope) with IS students
- Team SOD will help us with UI ideas once we have finalized the process flow for Career Buddy

Schedule

- With the soft launch pushing our schedules, discussed with SOD on the possibility of dropping functions to make up for our tight schedule
- Team SOD to re-prioritize the list of incomplete functions to review if there is room for functions to be dropped

Job Suggestion

Suggestions for data points:
- Likes
- Frequently used filters
- The usage of "See our jobs" on the company profile page

Login email verification

- Use of fraudulent emails will be checked by sending a greeting email to the signed-up email to prompt users if someone is using their account. Will be implemented on team SOD's side.

Marketing

We are to start considering marketing plans (Social media, formal/informal promotions), and get back to team SOD on it to see if they can assist.
Discussed ideas for promoting our app once it is more user-ready:
- Use home ground (SMU) to promote our application in career fairs
- Virtual fair

Action Items:

S/N	Task	Assigned	Due Date
1.	Finalize career buddy flow	All	29/01/2016
2.	Fix remaining bugs	All	29/01/2016
3.	Compile list of desired usage statistics and send to team SOD	Ian	29/01/2016
4.	Devise marketing strategy	All	05/01/2016

The meeting was adjourned at (1630) hrs. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Matthew Luo

Vetted and edited by,
Ian Cheah