

Sponsor Meeting

Meeting Minute Number	04
Date	08/09/2014
Time	13:00 -14:30
Venue	Coffee Bean at NUH (Kent Ridge MRT)
Attendees	Ken, Thandar, Sithu, Kawi
Absentees	Pei Qin (Have class)
Agenda Topics:	<ol style="list-style-type: none"> 1. Clarification of business process and System requirement 2. Briefing for User Testing 2 3. Application Demo 4. Update Team's progress and Schedule 5. Set general meeting timing 6. Discussion on Deployment Plan

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Clarification of business process and System requirement</u></p> <p>Q: Any preference for password requirement for participant account? A: No.</p> <p>Q: We set the validation email link will be expired after 1 hour. Is it fine for you? A: Email verification link should be expired after 24 hours.</p> <p>Q: A participant is allowed to active and deactivate account. He/She cannot delete the account. A: Like activate/deactivate account.</p> <p>Q: Regarding with Auto-Schedule Reminder, do you want to have the default reminder set by the system itself with fix interval. (i.e. 7 days/3 days/1 day before the deadline of the application) A: Prefer to have Admin to set intervals for Auto-Schedule Reminder.</p>		

	<p>Q: When can a participant withdraw from a program? A: A participant can withdraw from the programme anytime (follow refund policy).</p> <p>Prefer to allow Admin to modify refund policy for flexibility</p> <p>Q: What kind of documents are considered as confidential documents for participant? A: Confidential Documents: guidebook, Itinerary, Pre-departure briefing notes, any other guides The documents will be in PDF format.</p> <p>Q: How do you confirm the participant has made the payment? A: Option 1: There will be a page for participant to upload their receipt file together with Participant's name, Application ID, Programme name. System will wait for admin to approve and update the payment status. Follow up by opening the access for confidential documents.</p> <p>Q: Teachers will be given full access as Admin to their related program. All documents are visible to them. Is it correct? A: Yes.</p> <p>Q: Does Project Skillseed send application result to the guardians of the participants? A: If the participant is accepted, YES. If the participant is rejected, NO.</p> <p>Q: Does Project Skillseed modify the form template after the application has been opened? A: No. Even if happens, Project Skillseed will collect data manually.</p> <p><u>Other comments</u> Reminder to check out and download required documents After a participant pay, he may forget to go and check the required documents from the system. Prefer to have the reminder to send to all participants to check</p> <ul style="list-style-type: none"> • after the admin has uploaded the documents • after ALL participants have been paid 		
--	---	--	--

<p>Acceptance Email Template General email template for all acceptance email</p> <ul style="list-style-type: none"> • Brief congratulation intro • Brief Payment Info (refer to website for deadline) • Instruction to download documents via system <p>Email for Different Stakeholders</p> <ul style="list-style-type: none"> • Does not require to be fully automated • If the system provide excel sheets with specific columns for each stakeholder is fine. <p>Application Process Step 1: Generally requires to submit CV/resume to scan participants Require a participant to submit ONLY 1 document (CV/resume and include a session to express interest)</p> <p>Step 2: Send Application Result via email</p> <p>If a participant is accepted; Step 3: Fill in the Application Form, Made Payment, Upload Documents</p> <p>Step 4: Send email to guardians/parents email</p> <hr/> <p><i>If there is not a need for CV,</i> Step 1: Participants are sent by School and considered those participants are accepted by Project Skillseed.</p> <p>Follow same Process which require CV/resume</p> <hr/> <p>Parent’s Signature</p> <ul style="list-style-type: none"> • Prefer to allow parents to sign online (e.g. through registration form while the participant is filling in) • Do not expect all parents to have email <p>Accept/Reject by participant</p> <ul style="list-style-type: none"> • Do not allow the participant to accept or reject • They can only withdraw from the program 		
--	--	--

	<p>Creating Teacher’s Account</p> <ul style="list-style-type: none"> • Admin will create the account for Teachers • Admin will assign which teacher has the control of which programmes <p>What info Admin want to see for Application details Admin will be interested to view applicant’s details, uploaded documents, application status</p>		
<p>2.</p>	<p><u>Briefing for User Testing 2</u></p> <p>Date: 22nd September Monday Time: Before 3 PM Place: TBC (preferably Project Skillseed Office)</p> <p>Request for Testers</p> <ul style="list-style-type: none"> • Required Project Skillseed Team: Prefer to have Huijia, Peiya, Paul and Kara • Required at least 3 participants who are experienced in registration and participate in the programmes <p>Reply from Project Skillseed</p> <ul style="list-style-type: none"> • Will check who will be available. Huijia will be there • Alumnis, Participants from China, 2 Teachers will be participating in the user testing (Remote Testing) 		
<p>3.</p>	<p><u>Application Demo</u></p> <ul style="list-style-type: none"> • Demo-ed Features: <ul style="list-style-type: none"> ○ Login/Logout ○ Program Listing for Admin ○ Application listing for Admin and Participant ○ Form Template Builder ○ Create new program ○ Participant Apply for a Program ○ Participant Upload CV ○ Participant completing registration • Bug Encountered: apply for program failed due to wrong variable name • The whole flow would be tested during UT #2 		

	<p>Feedback from Project Skillseed:</p> <ul style="list-style-type: none"> • Should be able to see applications of a program • Overall UI looks nice • Need to see the whole flow in order to give quality feedback • Upload CV Pop-up should have message: “As this is a selective program, please upload a brief 1 page resume/CV and include within your one page a brief paragraph on why you are interested in this program” 		
<p>4.</p>	<p><u>Update Team’s progress and Schedule</u></p> <ul style="list-style-type: none"> • Current Progress: Development Iteration 4 • Explain the Project Schedule via Team Wiki • Explain which functionalities have been developed, which are in the progress and which will be developed in the future • Invited her to visit Team’s Wiki more often 		
<p>5.</p>	<p><u>Set general meeting timing</u></p> <p>Interval: Every 2 weeks Day: Monday Time: 1:00 – 2:00 PM Place: either SMU/NUS Kent Ridge</p> <p>Next meeting dates</p> <ul style="list-style-type: none"> • 22 September (User Testing) • 6 October • 20 October • 3 November <p>Things to take note Project Skillseed team will be overseas from 10-23 Oct for Programme Execution</p>		
<p>6.</p>	<p><u>Discussion on Deployment Plan</u></p> <p>Proposed Hosting: DigitalOcean Cost: \$10 per month</p> <ul style="list-style-type: none"> • Project Skillseed agrees to purchase hosting plan. 		

	<ul style="list-style-type: none">• Requires the formal email together with the detail of the plan, the reason why the team chose, and other important information for future use.		
--	--	--	--

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Prepare Meeting Minute and send to Huijia	Thandar	10/09/2014
2.	Send email regarding with Development Plan	Thandar	10/09/2014
3.	Prepare proper documentation for Q&As (Business Aspect)	Pei Qin	11/09/2014
4.	Upload Meeting Minute to Wiki after the minute is being observed	Thandar	11/09/2014
5.	Prepare technical documentation (Event Flow)	Ken	10/09/2014
6.	Update Business Process accordingly	Pei Qin	10/09/2014
7.	Check current application suits what Project Skillseed wants (Business & IT alignment)	Ken, Pei Qin	11/09/2014
8.	Prepare Test-plan, Test-cases and document out Test-Results for all functionalities which have been developed	Ken	13/09/2014

Prepared by:

Thandar

Observers:

Pei Qin, Kawi