Sponsor Meeting

Meeting Minute Number	01
Date	30/05/2014
Time	19:30 – 21:00
Venue	Mc. Donald at Raffles Place
Attendees	Ken, Thandar, Sithu, Kawi
Absentees	Chengchi
Agenda Topics:	1. Share updates from team 2. Clarify about business process 3. Explain proposed business process 4. Present Prototype

S/N	Action items	Person Responsible	Deadline
1.	<u>Share updates from team</u> Update Sponsor regarding with roles, project development plan and schedule **Roles** • Ken and Kawi switched the roles • Update roles: Ken – Lead Designer, Kawi – System Analyst **Project Development Plan & Schedule** • Team will start development in June which is iteration 1 • Iteration 2 will start in July • Iteration 1 and 2 will include some main functionalities of the system • In July, probably on 30th July, there will be user testing session for Sponsor • Ms. Huijia said she will invite seniors and some members to test the system as well • On 1st week of August, the team has to go for acceptance test, if they pass, they will proceed to develop the system		

2.	Clarify about business process		
	Why Wufoo form is used to fill in NGO's details before discussion for a programme? Answer: To create a programme proposed by NGO, Project Skillseed will create a partnership with NGO. Since Project Skillseed considers this process as high priority for the business, NGO has to fill in their details. ***Ms. Huijia will send a sample of that form.*** Why do you separate registration and upload documents? Answer: Participants may take time to buy flight tickets, insurance and other necessary items. So it is not possible to ask them to upload those documents straight away after they register. We have to give time for them. **Since Wufoo form cannot save the progress, we have to separate it**. **But if the new system can save the progress, these two steps can be combines as one.** How often do you want to send the participants a reminder email before the deadline? Answer: **7 days, 3 days and 1 day before the deadline.** How much do you rely on your email? Answer: A lot for now. But it is so painful and messy. Downloading each file is painful, too. Do you prefer to get push notification email or go and check the system for the status of registration, withdraw or any programme related information? Answer: **Prefer to get push notification. But if this is too much work for the team, I can go and check the system also.** Do you allow the participants to register for the programmes that have same dates? Answer: Yes. They can. But they can choose only 1 programme once they		

	are accepted. They have to withdraw.		
	Is there any refund policy when the participants withdraw from the confirmed programmes?		
	Yes. We have. I will send you **the policies** later.		
	How often do you check your current website?		
	Answer:		
	Now and then. Since we do not have a lot of members, I have to check.		
	<u>Other Matters</u>		
	Different parties included in a programme		
	1. Participants		
	2. Parents		
	3. Local Travel Agents		
	4. Overseas Travel Agents		
	5. NGOs		
	Required information for the parties		
	Participants & Parents – All		
	Local Travel Agents – Passport Information, Programme Dates		
	Overseas Travel Agents – Programme Dates		
	NGOs – Allergies, Preferences		
6.	<u>Explain proposed business process</u>		
	• Instead of Wufoo form, the partnership agreement with NGO will go through the system		
	• The discussion will remain as current one		
	• Automate the email except for the stage where the Skillseed team needs to make decision in selecting the participants and checking the uploaded documents		
	• Participants can upload their documents/CV/resume via the System instead of email		
	• Project Skillseed team can check the status of registration of the participants		
	• Payment will remain as current one		
	Feedback from Sponsor		
	• Love the automated emails		
	• Process seems good to go		
	• Some information such as Guide Book has to be able to download only when the participants are logged in		

| 7. | Present Prototype

Ken presented prototype for Home Page, Login Page, Programme Details Page, User Profile Page, Participant's Application Page, (Admin) List of Programmes Page, (Admin) List of Participants Page, Register Page

Feedback from Sponsor
Home Page
Prefer to have something like current website
Put images with some quotes or texts
Search function is awesome, but the team does not have to do all if that is difficult or takes time
Registration link should not be listed, participants who are interested to sign up the programme need to register
If possible, send a confirmation email to verify the participant's email after registration
Login Page
Like to have the idea of integration with Social Media
Programme Details Page
Clear and good design
One public view. The download guide book, iternary is added into the member's application details.
User Profile Page
Ask the participants for their preferences in programme type, country, time and suggest related programmes if possible
Participant's Application Page
Prompt the notification before they withdraw a programme
(Admin) List of Programmes Page
Sending mass email or customize email(name) should be included. Sending individual email based on selection.
Allow to choose the email templates before sending out

(Admin) List of Participants Page
List of participants might not be used so often, will view the participants according to the programmes | | |

	Register Page		
	• Redirect to this page whenever a participant wants to sign up for a programme • Send verification email ***Other*** • If it is hard for the team to integrate the back end system and front end system, the team can use Wordpress Avada Theme to integrate (if the back end system is compatible to integrate with Wordpress) • Photo Competition – ask participants to upload photo that is taken during programme and select the winner		

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	Prepare prototype to email Sponsor	Ken	*02/06/2014*
2.	• Request for required information that discussed in the meeting • Send Prototype • Send To-Be Business Process	Thandar	*02/06/2014*
3.	• Remind PM to ask for the following information ○ Information required by each party in a programme execution ○ Refund Policy ○ Documents that required the participants to log in to see ○ Wordpress Login Credentials • Prepare To-Be business process write up to email Sponsor	Chengchi	*01/06/2014*
4.	• Discuss with Lead Developer to update System Development Plan and Requirement according to the discussion	Kawi, Sithu	*01/06/2014*

Prepared by:

Thandar Wai Myint

Observers:

Kawi, Chengchi