

# Sponsor Meeting

<b>Meeting Minute Number</b>	02
<b>Date</b>	10/07/2014
<b>Time</b>	19:30 -20:40
<b>Venue</b>	KFC at Dhoby Ghaut
<b>Attendees</b>	Ken, Pei Qin, Thandar, Sithu, Kawi
<b>Absentees</b>	-
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Share updates from team</li> <li>2. Clarify about business process</li> <li>3. Clarify on the participants for User Testing</li> <li>4. Confirm their attendance for our Final Presentation and Poster Day</li> </ol>

\* Only Peiya is present as Huijia is unwell.

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Share updates from team</u></p> <p>Update Sponsor with regards to introducing of new team member and project development</p> <p><b>Introduce New Team Member</b></p> <ul style="list-style-type: none"> <li>• Recruited Chua Pei Qin as Business Analyst to replace ChengChi's position.</li> </ul> <p><b>Suggestions given by Peiya on our project development</b></p> <p><u>Data Analysis</u></p> <ul style="list-style-type: none"> <li>• Analyze activeness of participants               <ul style="list-style-type: none"> <li>○ Based on the list of signups per participants</li> </ul> </li> <li>• Analyze popularity of Programs               <ul style="list-style-type: none"> <li>○ Feedback Data</li> <li>○ Number of signups - Due to different NGOs, different programs have different capacity. Hence</li> </ul> </li> </ul>		

the data collected might not be accurate.

**Account Module**

- Administrator Dashboard
  - Include analysis like google analytics in graph format

**Email Module**

- Would be great to have this component as they have a number of programs throughout the year.
  - Summer : 1 program
  - End-of-Year : 4 to 6 programs
- Placed “Auto-Schedule email reminder” to be under Core functionalities

**Program Module**

- E-signature component:

**Current Situation:**

There is difficulty knowing who signed up for the program - is it the participants or their parents. Also, there may be issue when overseas participants and their parents are at different countries.

**Our Solution:**

Upload and send the e-signature

**Sponsor’s Feedback:**

How do we ensure that it’s the parents who send the signature? As participants would be required to input their parent’s email account, Peiya suggested having the signature send via the parent’s emails for double confirmation. Upon registration, both participants and their parents will receive an email. From there, parents will also get to know of their login id and password.

<p>2.</p>	<p><u>Clarify about Business Process</u></p> <p>What kinds of programs are required to purchase flight itinerary?  <i>Answer:</i>                  There are two kinds of programs - school or individual sign-ups.</p> <p><b>For individual sign-ups:</b>                  Project Skillseed will design the programs and individuals are required to purchase their own tickets.</p> <p><b>For school sign-ups:</b>                  Project Skillseed has to bid the project together with travel agency. With regards to the flight arrangements, agency will be handling it.</p> <p>Project Skillseed would prefer for teachers to be able to sign-up. This is to enable teachers to check that every students have uploaded the required documents.</p> <p>A deadline will be given to the school. Thus by a certain date, we will know how many participants are confirm attending. If there are still available slot(s), they will write in to different school to market the program.</p> <p><b>For programs who have both individual and school sign-ups:</b>                  There are cases when programs have participants from school and individuals. This happens when students decide to drop out and Project SkillSeed will open the slot(s) to individuals. In this scenario, individual is required to purchase their own tickets. Individuals can be anyone coming from different countries, depending on the programs.</p> <p>Project Skillseed also works with community partner to determine should a program be terminated if a minimum threshold is not hit. On average, 10 participants are the minimum. Else, program will be terminated.</p> <p>To facilitate checking, during registration, there should be a field where participants could input their "Education". This allows the teachers to check on their students documents even if there are other individuals who signed for the programs.</p>		
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	<p><b>Current Issues faced by Project Skillseed:</b></p> <ul style="list-style-type: none"> <li>- Email reminders</li> <li>- Enable teachers to check on their own students is useful as it links to the portion on reminder. The role for the teachers will be placed under Core functionalities.</li> </ul> <p>How many programs will Project Skillseed consider to put on our system?  <i>Answer:</i>                  By September, a rough estimation of 7 programs will be included in our system. It will mostly have 15 to 20 participants for each program [Minimum is 10 to 30]. There will be a program that has 30 participants.</p> <p>By November, there are unsure if any new program is installed since it will be for the year of 2015. However, interested participants usually sign-up by mid-September. [Closing Date: 29 September 2014]</p> <p><b><u>Sponsor's Feedback:</u></b>                  They will check with us two weeks before the start of registration to determine our progress. Else, they will use their own system.</p>		
<p>3.</p>	<p><u>Clarify on the participants for User Testing</u></p> <p>1<sup>st</sup> User Testing: 5<sup>th</sup> August 2014 (Falls on a Weekday)                  Location: TBC (To be decided by HuiJia)</p> <p>Run-Through:                  We need minimum 1 or 2 personnel s each from both SkillSeed and the participants.</p> <p><b><u>Sponsor's Feedback:</u></b>                  They will provide us with 2 alumnus since the alumnus have signup the programs previously.</p> <p>For other User Testing dates, early November should be fine.</p>		

<p>4.</p>	<p><u>Confirm their attendance for Final Presentation and Poster Day</u></p> <p>Final Presentation Date: 28 November 2014</p> <p><b><u>Sponsor's Feedback:</u></b> They will get back to us by end of August to confirm their attendances.</p> <p>Poster Day: 06 December 2014</p> <p><b><u>Sponsor's Feedback:</u></b> During Poster Day, Project Skillseed will be giving us marketing collaterals to place on our booth.</p> <p>The people from Project Skillseed would mostly be overseas during end of November and the beginning of December.</p>		
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**Summary of task list**

S/N	Task Name	Person Responsible	Deadline
1.	<p>Email Hui Jia our meeting minutes and the updated scope</p> <p>If there is insufficient time, certain Core functionalities can be shifted to Secondary functionalities:</p> <ul style="list-style-type: none"> <li>• Search Program</li> <li>• View list of applications by Program <ul style="list-style-type: none"> <li>- If this functionality is not provided, we have to make it such that name of the documents can be sorted by program. [Peiya's opinion, need check with HuiJia]</li> </ul> </li> </ul>	Thandar	
2.	<p>PM to schedule a common timeslot to meet up with Sponsor during August.</p> <p><b><u>Sponsor's Feedback:</u></b></p> <ul style="list-style-type: none"> <li>- Tentatively meet fortnightly on every Wednesday, during office hours (9 to 6pm)</li> <li>- The location for meet-up would not be in SMU. Preferably anywhere along purple line or Hotdesking spaces in NUS.</li> <li>- At certain occasion, skype can be another alternative. [Better than email - too wordy and hard to understand]</li> </ul>	Thandar	
3.	<p>Recommend Project Skillseed a destination to deploy / host their systems:</p> <p>Send them a list of options and the cost for different packaging. List out the pros &amp; cons.</p> <p>*Keep in mind they are a poor start-ups</p>		

Prepared by:

***Chua Pei Qin***

Observers:

***Thandar, Kawi***