**Sponsor meeting minutes 2**

Date: Monday, 31/5/2017

Attendees: Yew Kit, Rayney, Jonathan, Wei Shen

Time: 8pm – 11 pm

Venue: SMU Library 2- 5

Agenda:

1. Redefine the requirements from sponsor
2. Update from first milestone to be given to Yoshi
	* App Demo
		+ Android App (TCH)
			- Link in Android (depends on whether clickable - e.g. Youtube, can users
			- Best thing is that it doesn't jump to external sources
			- As long as it stays on the app, it makes "learning sticky"
			- Prefer everything embedded on the app (i.e. Clicking on a link doesn't launch another app)
			- Text - something I type, Youtube - something I embed
			- (WH) Click - collect content from link
			- (YM) Ideally clicking on any link should not let user jump out of the app and onto another app
			- (YM) Request to put a long article into a one paragraph summary
			- (WS) What constitutes as one-liner/paragraph summary (YM) Using Google Primer example
			- (YM) Would like to (invest time - how long it is and what it is)
			- Essence of the article -> decide on whether to invest more time
			- Max 3 lines about the article
			- Short summary (industry, discipline, time)
			- On the app, have functionality to bookmark and save (YM says good idea)
			- User suggests content? (QYK - admin has all the powers) (YM - at one point, have to shift to user generated content)
		+ CMS (KJH)
			- (YM) Video - Youtube is fine, but possibility for any links in the 'Youtube Link' field other than those of Youtube
			- Types of categories - (YM) Would like lots of categories - discipline (strat, tech, marketing, HR); industry (finance, FMCG, fintech, etc); region (Asia, US) - prefer 3 distinct dropdowns - make it easier to create the curriculum
			- Change 'Description' to 'Summary'
			- Title, Summary, Image
			- Include a word count and word limit (125 chars)
			- Organise chunks of information in cards -> more cards create a 'storyline'
			- Consider a different approach - Not in a story but a collection of relevant content from public space, don't intend to create a story
				* E.g. UOB bankers learn through a story / read relevant content from other sites, but all within the story of strategy in banking in AsiaPac
				* Big market opportunity is private channel cos companies have the content
				* Only DBS subscribed users can access DBS private content + content that DBS pulled from public channel
				* Can public sign up, then contribute? (YM) - Yes
				* Public can read the content
		+ Overall
			- (YM) So far okay
			- (YM) Which one (Description or Link) shows up on the Android app?
			- Like Smartup, public can read content but not create content.
			- ONLY content editors from YM's company can create public content
			- Company admin can publish content but only to DBS community; if they want to create public content, go to YM's company
			- Company admin should have right to pull content from public space to its private space to seamlessly create content
			- Admin will allocate x pieces of content for user to read, drop it into learning folder
			When user access, he/she needs to read x pieces of content in his folder
			No upper limit cap
			- Existing issue: Workshop participants read content from Dropbox
			- Needs to be highly engaging and interesting
			- Who read article and what time (i.e. Track people's learning and progress)
			- CMS is ONLY for admin
				* Ability to create content in a user-friendly and intuitive manner
				* Ability to put together content to create curriculum
			- CMS will look somewhat like smartup (and degreed) - blend smartup and degreed
			- Curate solely on management disciplines, but also give ability to generate content for admin
			- Content sorting -> for a certain sequence of articles they have to read
			- Emphasis on CMS - currently there's a lack of innovation in CMS design
			- (YM) no preference on the CMS, as long as the colours and design look nice, aesthetically pleasing
			- CMS - create and pull together
			- (YM) Social media - it's a good idea
	* Others
		+ -- (YM) Responsibilities
	* Real Clients
		+ 50 research articles/reports related to Strategy, Financial Industry
		+ Thereafter go to client to do UT
	* Requirements
		+ Corporate (Corporate Learning)
		+ Specific to business and corporate users
		+ Focus on CMS
	* Next
		+ Readjust schedule
		+ Next meeting scheduled 2-3 weeks from now
* Push everything to github – updates in app/ documents
* Internal testing put in milestones
* 1 skype meeting , alternate weeks do testing
* one week day one week end test cases – schedule (come up with plan)
* CMS UI base template to be up by 4/6/2017

The meeting was adjourned at 11pm. Next meeting 4/6/2017

Prepared by,

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Vetted and edited by,

Quek Yew Kit Jett