**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,

Teo Wei Shen

Vetted and edited by,

Quek Yew Kit Jett