

# Sponsor Meeting

<b>Meeting Minute Number</b>	01
<b>Date</b>	05/08/2014
<b>Time</b>	19:30 – 20:30
<b>Venue</b>	Ken, Pei Qin, Thandar, Sithu, Kawi
<b>Attendees</b>	SOE SR 2-1, SMU
<b>Absentees</b>	-
<b>Agenda Topics:</b>	<ol style="list-style-type: none"> <li>1. Feedbacks and Comments on User Testing Session</li> <li>2. Discussion on X-Factor</li> </ol>

S/N	Action items	Person Responsible	Deadline
1.	<p><u>Feedbacks and Comments on User Testing Session</u></p> <p>Sign Up</p> <ul style="list-style-type: none"> <li>• There must be a certain rules upon creation of password.</li> <li>• Password should be encrypted.</li> <li>• User should have the capability to reset password</li> </ul> <p>View Program</p> <ul style="list-style-type: none"> <li>• In order to join the program, the participants should be informed that they are required to create an account.</li> <li>• The status for each program should be renamed from Open to Open for Application.</li> <li>• User does not know that the image is clickable in order to view more details.</li> <li>• The Apply button should be more colorful and bigger in size.</li> <li>• Upon clicking in to the respective program, the user ought to know that the tabs are clickable.</li> <li>• Only after a participant has been accepted into a program, he or she can see other confidential details such as guidebook, itinerary and etc.</li> </ul> <p>Create Program</p> <ul style="list-style-type: none"> <li>• The Program Date is a length of time.</li> </ul>	<p><b>Task 1: Pei Qin</b></p> <p><b>Task 2: Ken, Kawi, Sithu</b></p>	<p><b>Task 1: 08/08/2014</b></p> <p><b>Task 2: 10/08/2014</b></p>

	<ul style="list-style-type: none"> <li>• The Program Country should have a whole list of countries available.</li> <li>• Validations should be required when creating a program.</li> <li>• Images function should be included</li> </ul> <p>Additional Comments</p> <ul style="list-style-type: none"> <li>• Page Logic: Participants are mostly from 15 to 30 years old. Those who are under 18 will require their parents' consent form. Else, there isn't a need. - Currently Wufoo has this functionality.</li> <li>• Does the website support different languages?</li> <li>• In the past, some programs are needed to apply twice. The first form would be to upload their CVs and the expertise. Administrator will receive the resume through email and screen it. Thereafter, they will mass send both rejection and acceptance email to the participants. The second form will only be applicable to those who have been accepted where medical conditions and other fields are required.</li> <li>• Apply for Program needs more validations and business logics</li> </ul> <p>Task 1: Prepare proper documentation for Comments and Feedbacks</p> <p>Task 2: Perform required fixing and improvement for application</p>		
2.	<p><u>Discussion on X-Factor</u></p> <p>Thandar explained about the Live Deployment in September and asked the number of programs which will be open for application in September. Also the estimated numbers of applications and participants (users of the system).</p> <p><b>Response from Huijia</b>  3 Programs  Around 60 to 70 Applications  Around 60 to 70 Participants</p> <p>Thandar asked the number of programs which will be open for next year. Also the estimated numbers of applications and participants (users of the system).</p> <p><b>Response from Huijia</b>  6 - 7 Programs</p>	<p><b>Task 1: Thandar</b></p>	<p><b>Task 1: 08/08/2014</b></p>

	Around 130 to 170 Applications Around 120 to 160 Participants  Task 1: Finalize X-Factor and prepare document		
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**Summary of task list**

<b>S/N</b>	<b>Task Name</b>	<b>Person Responsible</b>	<b>Deadline</b>
1.	Prepare proper documentation for Comments and Feedbacks	Pei Qin	<b><i>08/08/2014</i></b>
2.	Finalize X-Factor and prepare document	Thandar	<b><i>08/08/2014</i></b>
3.	Perform required fixing and improvement for application	Ken, Kawi, Sithu	<b><i>10/08/2014</i></b>

Prepared by:

***Thandar Wai Myint***

Observers:

***Kawi, Pei Qin***