**Sponsor Meeting 11**

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| **Date:** | 23th October 2017, Monday |
| **Time:** | 1.00PM – 2.30PM |
| **Location:** | 33 Devonshire Road |

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| **Attendees:** | Rachel Wong  Jeremy Tay  Liaw Wee Kiat  Manfred Loh  Lim Li Ting  Tan Si Ying Angela Cheong Karine Estelle (Sponsor)  Raine (Sponsor) |

**Agenda:**

1. Discussion on the project changes

The meeting was adjourned at 2.30pm. This minutes will be uploaded to IS480 Wiki page, and adopted if there are no amendments reported in the next three days.

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| Time | Item | Action |
| 1.00PM | 1. Blend klarity into the woo-commerce    1. Concern: Maybe a big shift 2. Past Information requires to import from shopify    1. Requires the username and password (Send to whatsapp) 3. Influencers information    1. Timeline for the influencers (Like their contracts)    2. Influencers are under a 1 year contract with condition of task they have to do, and quarter review to evaluate the influencer’s product suitability and the stuff    3. It might be not applicable for 1 time usage coupons    4. Would be good to take an amount the sales into the coupon => however we have a sales components    5. Table for variable to judge on the algorithm => like the weightage to be dynamics    6. Type of promo code: $50, $10 off (like birthday and VVIP) and 20% (life time)    7. The URL -> KlaritySkin.com    8. Sales $ to generate, the tier for ranking the influencers as ambassiber, so find the who is the one we would like to put in more money that could further generate the money    9. Factor to recruit       1. No of follower       2. Their portfolio (facebook – campaign , Instagram – visual , youtuber – guide promoting)       3. Sponsorship pageant       4. Skin conditions (for Klarity)    10. Good to have influencers’ sale from which region 4. There are difference of influencers and ambassident is long time |  |
|  | **Next Sponsor Meeting**  6 November 2017, Monday (Tentative  (All attending) |  |

Prepared by,

Lim Li Ting

Vetted by,

Liaw Wee Kiat