Team Meeting

Meeting Minute Number	09
Date	17/06/2014
Time	19:40 – 22:00
Venue	SOE GSR 2-17, SMU
Attendees	Ken, Kawi, Sithu, Thandar
Absentees	-
Agenda Topics:	1. Discussion on things to clarify with Huijia 2. Discussion on Project Scope 3. Set next meeting time

S/N	Action items	Person Responsible	Deadline
1.	<u>Discussion on things to clarify with Huijia</u> Thandar prepared a document of the business functionalities and other related matters to clarify with Project Sponsor. **Things to clarify** **Business Process** • Related to submission of CV by the participants • Related to age requirement for a participant • Business rules for withdrawal/approval of a participant **E-signature** • Process of the submission of e-signature **Registration Form** • Difference between different forms • Reusing a form for multiple programs • Reason of choosing Wufoo Task 1: Finalize the questions and send to Huijia	Task 1: Thandar	*Task 1: 26/06/2014*

2.	Discussion on Project Scope		
	Revise the project scope based on the email from Sponsor.		
	Core functionalities 1. Login (standard, facebook) 2. Automatic email notification 3. CRUD registration form 4. CRUD user account 5. CRUD program 6. Register Program 7. Withdraw from Program 8. Accept, Reject Program Application 9. Search Program 10. Upload, Read, Delete documents 11. View list of application by program **Secondary functionalities** 1. Track Application Progress 2. Auto-Schedule email reminder 3. Export Participant Data 4. CRUD email templates 5. Custom email for Stakeholders **Additional functionalities** 1. Data Analytics 2. SMS Notification 3. Administrator Dashboard 4. Photo Contest Page 5. Program Feedback Platform **Removed functionalities** 1. Create, View, Update Program Page Templates 2. CRUD business partner accounts 3. Create Sub-sites 4. Create Public Corner 5. Payment System Task 2: Update Project Scope and Proposal accordingly	Task 2: Thandar	*Task 2: 17/06/2014*

| 1. | Set next meeting time

Team Meeting
Date – 22nd June 2014
Time – 1:00 PM – 3:00 PM
Venue – SOB, SMU

Task 3: Share required documents to Pei Qin (new BA) | Task 3: Thandar | *Task 3: 20/06/2014* |

Summary of task list

S/N	Task Name	Person Responsible	Deadline
1.	1. Finalize the questions and send to Huijia 2. Update Project Scope and Proposal accordingly 3. Share required documents to Pei Qin (new BA)	Thandar	*Task 1: 26/06/2014* *Task 2: 17/06/2014* *Task 3: 20/06/2014*

Prepared by:

Thandar Wai Myint

Observers:

Ken, Chengchi