

#  CODEZILLA MEETING MINUTES

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| Details of Meeting |
| Meeting Title | Iteration 0 – Sponsor Meeting 2 – 03042017- Clarification of Use Cases and Requirements |
| Date (DD/MM/YYYY) | 03/04/2017 | **Time** | 01:00PM – 03:00PM |
| Location | SMU Labs Meeting Room 2-2 |
| Minutes Prepared By | Koh Xiao Wei | **Minutes Vetted By** | Nigel Goh |
| Attendees | Zul YangEdward FooKoh Xiao WeiJolene TeoNigel GohEdward Booty (Sponsor) | **Absentees** | Amanda Lim |
| Meeting Objective |
| To clarify and discuss the Use Cases and detailed Requirements |
| Meeting Agenda |
| 1. Go through the Use Cases
2. Create a rough project timeline
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| Meeting Notes, Discussion |
| S/N | **Topic** | **Details** | **To Note** |
| 1 | **Use case 1 – Registration** | 1. With regard to authentication, how does the user verify the organization he/she registers with?-Register the address and check it against public records. Manual check against the registered address-Post a letter to double check (on the admin side)2. Terms and conditions will be stated upon registration3. When an Individual creates a project, will he/she represent the organization?-Only if it is under the company’s account. He/she can also create projects as a private not under any corporation. -For those accounts created under the organization, the name of the organization will be listed there. It will be a corporate account where the employees will control in the backend.-Multiple people under the same company can also create projects for same organization. For example, Employee 1 under Microsoft creates a project, and so does Employee 2 and 3 under the name of Microsoft.4. Do corporations only provide resources?-No, they should be able to both depending on their needs - create projects and provide resources\*Resources: Not only refer to commodities but also skill sets5. Collaboration and the use of contracts-With regard to collaboration, there is no need for the use of contracts as it complicates things. Instead, there will be a configured set of terms and conditions where both parties will agree to. It will be stated there upon agreement to collaborate.-These terms and conditions can be found together with the links at the bottom (secondary box) below the post. -They will have to tick the box to accept the terms and conditions \*-Users should not have to register with an organization. Some of the users maybe unemployed or self-employed.  | -Logout, “remember me” |
| 2 | **Use Case 3 - Preconditions** | 1. Can live projects be hidden from the public?

-Live projects will be put into a list and categorised -Some people may not want to be in the public domain for their own reasons, so they can decide if they want to hide their project.-They can configure this from their accounts under the account management tab in order to hide their project. |  |
| 3 | **Use case 4 – Create Resource Offering** | 1. Collaborative resource

-There should be a lead partner. The one who requests for the resources will be the lead (lead partner) and the other would be seen as supporting the project (supporting partner).-The supporting partner would be the one wanting to collaborate. He will go to the portal and select an organization from the drop down list. He will send a message to the project manager (lead partner) that catches his eye. Then the conversation goes offline. After which they will update the account if it’s a successful agreement and agree to the terms and conditions.-Organizations talking to organizations seems good, no issues with that.1. Removal of disruptive individuals

-There should be a block user feature from the projects-Restrict the view? Yes. Maybe we can explore using a check box to block specific individuals1. Categorization of projects

-We can make use of a range of drop downs.-Admin can add more sectors, skill types and project categories. Add additional selections.-KIV. Could get messy. |  |
| 4 | **Use case 5 – Match and Confirm Project Resource** | 1. If someone were to want to donate something very generic, how do we filter the projects? Will there be a ranking? The more active projects may get all the resources.

- The resource donating party can say what he/she cares about. For example, list out maybe 2 to 3 categories of concerns such as the country (location), sectors, causes (part of the sign up process)- We will then match the resource offers to the project with the interests, then skills in order of priority-The user can set the priority 1. Emails and configurations

-The emails will include information such as the top 10 projects you may be interested in. This will be based on the user’s preferences. External services will be used such as AWS, Mailchimp? -The user can choose what he/she prefers to see through the use of check boxes (can check and the emails will show projects that require A or A and B). Those that are more relevant will be on top.-Is the matching one way or two way? There will definitely be more users and less projects. Thus, it will be more of matching to the resource and showing that these are the projects you can get involved in. |  |
| 5 | **Use case 6 – Accept or Reject Project or Resource** | 1. The people with the resources will reach out to the projects

-Organizations can create sponsored posts and push out a customised message-We should not involve the fees. The users may abuse the system. It should be up to users to reach out to the projects that they want. -The platform will advocate the projects, and the person with the skills or resource will contact the project. Users can contact users until u get assigned. Whether it stops is a different question. -Rocket chats have user to user messaging. Very configurable with hashtags. -If a project requires 5 sets of resources and so far only 1 person applied, the project should not start straight away. The project should only start after all of the resources needed have been found. -If the lag time between the first person showing interest and all the resources being found is too big, we can send a notification to check if the person is still interested before the project begins. -There will be a group chat with all the involved for discussion. When the project officially starts, a confirmation email will be sent with important information (for example, meet your team with the various indicial profiles and the bio for them to access the project management space) 1. When all the resources have been found and the project has officially begun, the contract is binding.
2. Project Status when the project stops

-If the project comes to a halt, what will happen to the project status? The project manager will decide. Can the project manager delete the project after it has started? Yes. But it should not be as easy as deleting the button. Must all agree? Submit an application and then the admin has the power to vet and then confirm (For example, this would be similar to that of Air B&B. If the customer/host suddenly cancels, you can leave a feedback). As such, there will be automated feedback posts. Feedback for that project with the time stamp. For the project manager will have automated feedback. Users will know. -This simply means that be it for the users, the people who sign in for a project or the project managers that posted a project, whenever someone wants to cancel or leave, there will be feedback given and it will be there. As such, any form of bad records can be easily viewed. |  |
|  |  |  | -Page layouts, account layouts what are the categories and the project |
| 6 | **Use case 7 – Manage Project** | -When managing a project there should be a timeline that shows all the milestones and what has been happening-There should also be a list of tasks to be completed and what has already been done-Document sharing should be involved too -Content management can involve the use of calendars, messaging (GitHub)-As for document storage, we can consider cloud. Maybe Drop box. There is free storage on trello, but hey must also have a trello account. There is also the need to sync with your schedule and so it might be more difficult so these are things to consider (complexity too). |  |
| 7 | **Use case 9 – Generate Reports** | 1. Admin Reports

-We can use an open source for the generating of reports-The information is for the system administrator. For example, how many projects have been newly posted, how many have started this week etc. -Should the reports be on the platform or exported? It should be found in the administrator console. It should be displayed within the system and a PDF should also be able to be generated. 1. Admin Roles

-There will be super admins that can create admins. These admins will not have the function of creating more admins as only the super admin should be able to do so. The super admin will turn off this function for the other normal admins. -The normal admins basically have lowered functionalities. They can still do things like block users, reset passwords, manage feedback etc. -We need to work around the plugins and the widgets in order to look into where the data is being stored and to ensure that they aren’t being exported and abused s | -Looking into the managing of the accounts security is important-Concurrency: If the system can only support a number of concurrent users, we need to look into the supporting of the users and the security of the portal at the same time. |
| Actionable Items |
| S/N | **To Be Done** | **Team Member(s)** | **Due Date (DD/MM/YYYY)** |
| 1 | Update the Use cases and requirements | Zul Yang | 22/04/2017 |
| Next Meeting (If Applicable/Discussed) |
| Date (DD/MM/YYYY) | 22/04/2017  | **Time** | TBC |
| Location | SMU Labs Meeting Room 2-1 | **Objective** | Finalize use cases and requirements |
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