Information Gathering for Business Flyer

23/03/17

Team Green (Woody, Lissy, Michael, Nathan)

From Slack:

woodynz [11:02 AM]
Hey Team Michael and I have just been in contact with Christine who works down at the front desk. She's informed us that Rachael whose busy at the moment will contact us to get some information about the BAM school. We just waiting on an email at the moment. Apparently all the business school is away attending some convention of some sort so can't ask them. Kay another admin who could help us is also away today and Rachael is away tomorrow. We also went to see Joy but she's out of office at the moment. Thats our progress at the moment Team. Thanks!!

woodynz [2:24 PM]
Ok Team i've been in contact with Rachel who is from the business department and due to inconvenient times with face-to-face meeting (1.30pm today) she was more than happy to answer a few questions through e-mail. I will post up the email here:

General questions on the business school

JW James Woods (1000031793)
Thu 23/03/2017 1:38 p.m.
To: Rachel Byars   Reply all | ∨

Hi Rachel,

Thanks again for going out of your busy schedule to take time in helping us with some correspondence.

We are in the process of gathering information for a DLE double sided flyer (one side I.T. and other side business school) that is due next week as our assignment in our Professional Practice 2 class which is part of the B.I.T. We want to make sure what we have on those flyers is informative and aimed at the right audience. These flyers are to encourage interaction with the whole business community as they are future employers.

The flyer is targeting Dunedin business people that describes skills and services that our students have available and what we have to offer. It should be brief but informative (bullet style points)

At the moment we are wanting to find out a few things about the business school and also the I.T. department (Any info on I.T. department would be appreciated also).

1. What does the business/I.T. have to offer external businesses?

2. Is there any connections with external businesses at present? Are there Internships? If so what classes involved?

3. What can the business/I.T. school do for businesses?

Any other information and links would be fantastic.

Thank you so much for your time Rachel and I look forward to hearing from you.

James Woods

woodynz [2:26 PM]
uploaded this image: Rachel Email 23 March 2017 Reply.PNG
Add Comment

Rachel Byars
Today, 2:11 p.m.
James Woods (1000031793) ⌄

Hi James

Thank you for the email, I have answered the questions below. These really are from a business perspective rather than IT.

I hope that these assist you with your flyer.

Rachel
...

woodynz [2:26 PM]
uploaded this image: Rachel Email 23 March 2017 Reply ANSWERS.PNG
Add Comment

From: James Woods (1000031793)
Sent: Thursday, 23 March 2017 1:39 p.m.
To: Rachel Byars
Subject: General questions on the business school

Hi Rachel,

Thanks again for going out of your busy schedule to take time in helping us with some correspondence.

We are in the process of gathering information for a DLE double sided flyer (one side I.T. and other side business school) that is due next week as our assignment in our Professional Practice 2 class which is part of the B.I.T. We want to make sure what we have on those flyers is informative and aimed at the right audience. These flyers are to encourage interaction with the whole business community as they are future employers.

The flyer is targeting Dunedin business people that describes skills and services that our students have available and what we have to offer. It should be brief but informative (bullet style points)

At the moment we are wanting to find out a few things about the business school and also the I.T. department (Any info on I.T. department would be appreciated also).

1.   What does the business/I.T. have to offer external businesses? Our business students undertake an Internship Project as part of their Bachelor of Applied Management. As well as gaining work experience within the organization, they undertake a research project on an issue or a topic that a host organization would like them to research. The research and recommendations benefit the host orgaisations.

Business students are able to undertake a range of activities such as market research, surveys, volunteer at events (Event Management students).

2. Is there any connections with external businesses at present? Are there Internships? If so what classes involved? Yes, through all of our business courses, we have contact with external businesses, whether it is through business coming to OP to provide guest speakers or students interacting with businesses through a range of different projects (2nd year students undertake a group project around solving a problem for a business, also the 3rd year students with their Internship Project as stated above).

2.   What can the business/I.T. school do for businesses?
We are always keen for our students to be gaining 'real world' experiences, so if we can assist with data collection, volunteering within the workplace, then we can make students available to businesses.

Our students have research skills, problem solving and analytical skills. There are then specific skills relating to different majors.

Any other information and links would be fantastic.

Thank you so much for your time Rachel and I look forward to hearing from you.

James Woods

woodynz [2:27 PM]
uploaded this image: Rachel Email 23 March 2017 my reply.PNG
Add Comment

General questions on the business school

Awesome Rachel,

Thank you so much for your help. We really appreciate it.

Cheers

James Woods
...

michael-robertson [2:28 PM]
Awesome woody

[2:28]
Glad our footwork paid off

[2:29]
@channel Some important information about the BAM course team.

[2:32]
If you haven't enabled push notifications on your phone with slack on it, make sure to do that.
https://get.slack.help/hc/en-us/articles/201398457-Mobile-push-notifications
Slack Help Center
Mobile push notifications
For messages you'd like to see ASAP, Slack can send mobile push notifications to your iOS, Android, or Windows Phone device. While the Slack app is open and you're active, we'll keep notifications...

woodynz [2:33 PM]
Big time. Thanks Michael. The only other person we would need to see is Joy and ask her same questions. Can anyone see her today? i know she'll be in prog 2 class which is D20? Straight opposite the lift. She finishes that class at 2.45pm

[2:34]
D202

nathan_dickel [2:40 PM]
Some good info here, will have a wee look later once i've finished my PP1 report.

woodynz [2:42 PM]
Thanks for replying Nathan

woodynz [2:53 PM]
\

lissymclaren [5:37 PM]
Great information, guys! Thank you so much for doing that. Did anyone talk to Joy?

[5:38]
Sorry for the late reply!

woodynz [8:58 PM]

Thanks Lissy. Sorry for late replay also. Not that I know of as yet maybe we could ask her tomorrow? Also we get to work on the flyer tomorrow for class so that's good. Let's start working on the template etc. and suss out design tomorrow as well as get on top of seeking last bit of info from Joy! Thanks Team

24/3/17

10am – 12pm Class

Michael accepted the task of meeting with Joy to ask her questions on the I.T. School.

Lissy and Nathan are working on design for final product.

Woody is keeping team on track of allocated tasks and updating notes etc.

woodynz [7:34 PM]
uploaded and commented on this image: 20170322_133137.jpg
1 Comment
Hey team here are the photo examples and i.t. info from Fridays class.

woodynz [7:34 PM]
uploaded this image: 20170322_133204.jpg
Add Comment

woodynz [7:34 PM]
uploaded this image: 20170324_113849.jpg
Add Comment

woodynz [7:36 PM]
@channel

nathan_dickel [7:37 PM]
niiicceee

michael-robertson [7:44 PM]
thanks mated

----- March 26th -----
nathan_dickel [2:07 PM]
working on bullet points right now.

nathan_dickel [2:16 PM]
How is this for bullet points, let me know if there's any issues or more info needed. Just tried to condense them into simple points.

• Business Students take an internship as part of Bachelor of Applied Management.

• Gain Work Experience within the organization

• Undertake research projects on issues or topics that a host organization would like them to research

- Able to undertake a range of activities such as Market Research, Surveys and Volunteering at events.

- We have contact with external businesses, providing guest speakers and/or interacting with businesses through different projects

- We are keen for students to gain 'Real World' experiences, students are made available to businesses.

- Our students have Research, problem solving, and analytical skills.

lissymclaren [4:27 PM]
Looks good, Nathan. I'll upload some designs either tonight or tomorrow morning, is that okay with you guys? Also, have we scheduled a team meeting for this week? It would be good to have one ASAP, as the deadline is fast approaching. Thanks guys! @channel

woodynz [4:39 PM]
Awesome work team. Thanks for the input. Thank you Lissy and yes please give us some examples to look at. Please let me know when's a good time for a team meeting. For me anytime tomorrow from 9.30 til 12.30 or Tue 10 til 12.30.

[4:40]
@channel

michael-robertson [5:29 PM]
I'm not at the poly tomorrow I cant be at the meeting. @channel I will be there on Tues

woodynz [7:49 PM]
Thanks for letting us know Michael. Also team, I just recently have had to agree to look after my sick daughter tomorrow morning before my 1 pm class so I'll only be available from Tuesday in person as well. My apologies for that. I will be online in that time and still can interact and reply through slack.   So lets go for Tuesday meeting if we all free and again I'm free from 10 am til 12.30 pm.   At this time can we try and work out some good intro statements to lead into those bullet points for the final flyer and keep thinking of other ideas for the final.   I know once we get some samples up it'll be much easier to picture the final product. Thanks again team let me know your thoughts.

[7:49]
@channel

michael-robertson [7:50 PM]
@channel how is everyone doing for tues?

lissymclaren [7:52 PM]
I'm free until 3 on Tuesday so any time suits me

lissymclaren [10:46 PM]
uploaded this image: Template1.PNG
Add Comment

lissymclaren [10:47 PM]
Here's the first template, the details about the BAM and BIT would be in the blue box, and contact details in the green. I would have put them in myself but I'm having trouble installing the required fonts. @channel

nathan_dickel [11:02 PM]
Nice template. Have we got a time for the meeting on Tuesday? My only class is at 3 til 5pm.

michael-robertson [11:23 PM]
Hmmm... ill be at the poly from 8-5 free from 3-5pm

[11:25]
@channel Okay, probably a quick meeting from 2:45-3:00pm if we can.

----- March 27th -----
woodynz [9:31 AM]
Very cool concepts Lissy. Thank you. How about we do lunch time tomorrow and meet in common room then find another room to work? I think we need more time to collaborate to finalize the flyer. If we need more time we can do another meeting at 2.45pm - 3 pm as well? I think we really need to kick into another gear and start making final decisions which means sacrificing or finding time to get this done. Thank you all team let me lnow your thoughts.

woodynz [9:48 AM]
@channel

lissymclaren [11:41 AM]
I agree completely. That sounds good to me.

nathan_dickel [2:26 PM]
I should be OK for lunch tomorrow, will confirm later tonight.

woodynz [5:19 PM]
Cool as.   Let me just kindly remind everyone we all have an obligation to make the effort to be at these meetings including myself the coordinator. It might mean that we'll have to do a majority vote when and where these meetings are held and if anyone can't be present, then they will just be marked as absent. When it comes to Elise asking if everyone is contributing and provide input and I show her our evidence, she'll be able to see who was inputting and who was not which means marks or no marks or even worse, demotion (none of us want that). So let's give this a good go and aim to get this done. Thank again team. On a final note let me just also say how well we all have contributed so far. From Michael and I gathering information to Lissy designing our template and also Nathan for putting up some bullet point ideas. I really appreciate it guys.

[5:19]
@channel

nathan_dickel [7:30 PM]
So 12pm tomorrow for the meeting?

woodynz [7:35 PM]
Yes let's meet in common room at 12 pm then we can all go off to another class to work so its bit quieter and have access to computers. We all cool with that?

nathan_dickel [7:38 PM]
Sounds good to me

----- Yesterday March 28th, 2017 -----
lissymclaren [11:48 AM]

Hey guys! My alarm didn't go off so I'm going to be a little late, I'm so sorry. Going as fast as I can. @channel

woodynz [11:50 AM]
Ok thanks for the heads up Lissy we all in common room now. @channel

woodynz [12:45 PM]
uploaded and commented on this image: Slack for Android Upload
1 Comment
Draft IT

nathan_dickel [1:08 PM]
uploaded and commented on this file
helveticaneue.zip
228KB
Zip
 Click to download
1 Comment
Helvetica Font for Flyer

nathan_dickel [2:06 PM]
uploaded and commented on this file
Bullets for Flyer..docx
Word Document
Click to download
1 Comment
How's that? Just put woody's notes into digital format, with a bit of cleanup. Hope it looks good.

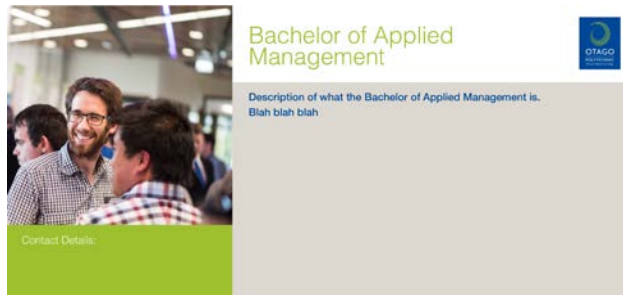lissymclaren [2:11 PM]
Looks good!

woodynz [5:12 PM]
Hey Team just putting it out there. Would doing bullets be easier or a question then back up with a paragraph ? say 3 questions with paragraphs in total for each side?

lissymclaren [5:24 PM]
uploaded this image: template 3 alt.png
Add Comment

lissymclaren [5:24 PM]
uploaded this image: template 3 alt2.png

Add Comment

lissymclaren [5:24 PM]
Hey guys this is the idea for the template

[5:25]
Let me know what you think!

woodynz [5:25 PM]
that looks perfect

lissymclaren [5:26 PM]
Do you think so? I really need input from you guys if it's going to be what we all want! Please don't hesitate to tell me things you don't like :slightly_smiling_face:

woodynz [5:27 PM]
If its to the guidelines and we finalise our data to put in then Im happy if you all happy with it.

lissymclaren [5:28 PM]
Thanks Woody! Once it's all done I'll look through the guidelines again and make sure it's all perfect. @channel Please let me know what you guys think too when you see this

woodynz [5:48 PM]
Sounds good

michael-robertson [7:50 PM]
That looks pretty neat lissy

[7:50]
@lissymclaren

lissymclaren [9:54 PM]
uploaded this image: template 3 alt with writing.png
Add Comment

lissymclaren [9:54 PM]
How does this look? Just a kind of draft of what it could look like.

nathan_dickel [10:15 PM]
Looks sweet as, really tidy and professional :slightly_smiling_face:

woodynz [10:21 PM]
I agree with Nathan. Very cool and simple which is awesome. Not too much info and easy to read. Good work Lissy

lissymclaren [10:23 PM]
Thanks guys. So it's okay if I do this kind of thing with the other side?

woodynz [10:23 PM]
Hell Yeah!!

lissymclaren [10:23 PM]
:+1:

woodynz [10:24 PM]
Thanks Lissy

nathan_dickel [10:47 PM]
Seriously, it looks great. It's awesome to see all our work come together in complete form, makes it all seem worthwhile haha

michael-robertson [11:32 PM]
The hyphen continuation on line 3 is very unprofessional. Can you remove it?

lissymclaren [11:51 PM]
Yes it isn't complete I just wanted to make sure everyone was happy before I fixed it up. It's a draft.
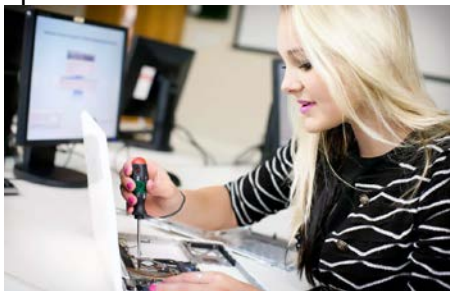

----- Today March 29th, 2017 -----
woodynz [6:53 AM]
Yeah, that's just the draft.   Can't wait to see final products today. Common room at 12 pm for those that can make it. If you can't make it Michael we can debrief you at 2.30pm in common room also. Cheers @channel

nathan_dickel [1:32 PM]
uploaded and commented on this image: IT PHOTO.jpg

1 Comment
attempt to fix jpeg

lissymclaren [1:46 PM]
uploaded this file
Flyer.pdf
570KB
PDF
 Click to view

nathan_dickel [3:55 PM]
uploaded and commented on this image: HIGH RES BRO.jpg
1 Comment

It's HD Bro