

Client Meeting #1 - *Meeting Minutes*

General Information

- **Group:** Group 21
- **Week:** Week 2
- **Date:** 07 Aug 2019
- **Start Time:** 14:00
- **End Time:** 15:00
- **Team Members Present:** Aaymen, Clayton, Viet, Owen, Flander, Sina, Ylva
- **Absent:**

Agenda

1. Introductions
2. Project requirements discussion
3. Walk through of current workflow
4. Question time

Discussion Items

1. Introduction to the Research Development Team (RDT)
 - They deal with the medical faculty (and are based there)
 - Three month study can entail thousands of dollar grants
2. Pivot is a global database that is already establish
 - When you search, grants in USA will appear instead of local and applicable grants
 - A lot of mis-searches etc.
 - UWA have a licence and pay big dollars to use their service.
3. Currently implement a database using confidence?
 - Aaymen may be familiar with this software
 - Some kind of platform that the university uses to share documents with users
 - Prior to current system pdf attachments to emails were implemented
4. Current issues
 - Students cannot access conference / database
 - Search function in the database is quite "clunky"
 - e.g *"are you an early career researcher"*
 - You can't be specific with a study for instance search "brain cancer"
5. Sina's Role
 - Research Support Officer
 - Sina finds opportunities and adds tot he database all the information
 - The researcher search for grants applicable to themselves
 - Source funding opportunities for our researchers but we want to create something
 - End goal

- Increase likelihood of receiving funding and increase profitability of UWA

6. Function of the searchable database

- The link from the database leads them to the actual website of the funding
- Only provides an overview of the opportunity and some of the parameters for researchers to *quickly* access

7. Improvements / Ideal Outcomes

- List of opportunities that are specific to the researcher
 - Search function
- Include the small Australian grant opportunities for researchers (added by Sina)
- pivot will maintain global outlook and be used alongside the UWA / local searchable database

8. Database user roles and access

- Currently the UWA IT restrictions on UWA pheme account
- Only UWA staff and students can access the database
- Certain staff gain advanced privileges
- All students can access the database not just PhD students
- Need it to be closed / internal to UWA
 - Curtin students should not be able to steal / be aware of research grants available
- Staff numbers start with triple zero

9. Walkthrough of database

- *To be later confirmed with screenshots provided by **Sina** *
- Opportunities closing in the next three months
- Full year list of opportunities
- Default filter opportunities for the next three months
- Table containing all funding opportunities
 - Titles have filter options in order to filter through the opportunities
- Columns within table
 - Opportunities
 - Funding
 - ECR
 - Travel
 - Visiting Academic
 - Women in Research
 - PhD stipend/internship
 - International
 - Month Closing
 - HERDC Category
 - Added in last 30 days
- Have a box explaining various terminology

10. How do the funding opportunities get added

- Each opportunity enters "the back end" and clicks edit to enter the detail
 - Details entered
- Title
- Relevant Faculty
- Niches

- International yes/no
- HERDC categories
- HERDC support questions
- Limited application per university
 - yes/no
- Overview text-box
 - Sina inserts the overview that will be displayed
- Limited submission
 - standardised comment needs to appear
- Funding
 - max amount
 - max duration
 - would be great to allow characters rather than just numeric
 - option would be great to include N/A
- Important dates
 - application open date
 - date status
 - In row format and more rows can be added
 - definite or estimated date status
- Funding body link

11. Filter for certain columns

- show these funding opportunities first

Client Requirements

1. UI design mock-ups

System Requirements

1. Prepare UI design mock-ups
2. Gain an understanding of the user requirements
3. Prepare scope of work
4. Request screenshots of currently implemented solution