Group Meeting #4

📅 **Date:** 16 March 2025

⏰ **Time:** 2 PM or later

📍 **Location:** Discord server

🎯 **Agenda:**

1. **Finalize the proposal**
2. **Submit the proposal**
3. **Discuss agenda for week 3**
   a. Review feedback (if received)
   b. Plan out the interview process (questions, template, method, etc.)
4. **Next Steps & Action Items**
   a. Query if we need to interview all 5 stakeholders or only portion of it
   b. How is the feedback given? Written online or verbally?
   c. How long is the interview and do we need to document it?

📝 **Meeting Minutes:**

1. Stakeholders interview
   a. Query if we need to interview all stakeholders or portion of it
2. Technologies and prior innovation
   a. Add CAPS in the technology list
3. Investigating the topic
   a. Add the level of severity/impact of each struggles in case we miss the top struggles to empathize with the student
4. Risks and constraints
   a. How to solve low engagement with regards to international students?
      i. Besides easy-to-use apps, we also need appealing activities by student clubs which are recommended by our apps based on international students' opinions.
   b. CAPS long waitlist really dampen student interest to use the service
      i. Months for follow up appointment