|  |
| --- |
| **Agenda** |
| **Team Name:** Group 2 |
| **Team members:** |
| Nimanthi Wanniarachchige - S84819  Kennedy Kipchumba - S84967  Brian Koima - S84922  Evans Kirwa - S84790  Yiu Wing Kwok, Stan - S84289  Rubina Sedai – S85811  **Meeting Place and Time:** 8th April 2025,Room 505, CIC campus |
|  |
|  |
|  |
|  |
| **Approval of minutes of previous meeting** |
| **Objectives of the meeting:**   * Preparation of the Concept Report   (Submission deadline:End of Week 4 at mid-night Sunday (20/4/2025). |
| **Any other business:** |
| **Schedule next meeting**   * 15-Apr in the class |

|  |  |  |
| --- | --- | --- |
| **Minutes** | | |
| Team Name: Group 2 | | |
| Attendees: Kennedy, Brian, Evans, Stan, Rubina  Apologies: Nimanthi | | |
|  | | |
| Items | Notes | Action items and deadlines |
| Present/ Welcome |  |  |
| Discussion/ decision:  1. Recap Lecturer’s feedback on the Concept Report | In general, our concept is good, achievable and beneficial for CIC. Here are some recommendations that we should further discuss in detail details:  1.⁠ ⁠Our project should be divided into two parts, the major part is to organise and implement an alumni event, another part is a proposal for CIC to strengthen the alumni association in a long term, which prevents the project collapse without resources, for example the establishment of a communication platform, newsletter or brochure, etc.  2.⁠ ⁠Talk more about on ‘that day’ in the next submission: eg. the way of presentation, is it a discussion panel, an interview with a host, or a formal presentation by the guest speaker? Also, the arrangement details such like duration, job allocation, manpower, catering arrangements, and the most important issue is the topic.  3.⁠ ⁠For the topic, we should conduct a small group interview with current CIC students, finding out what topics or questions they are interested to attend an alumni event. Also, investigate why current students didn’t engaged with the existing alumni association.  4.⁠ ⁠Lastly, how to contact alumni and invite them to contribute to the event, what information we should provide? | 1. Schedule individual meeting with Milan, who is the contact person of the existing alumni association, to seek his advices on our topic. Then report in the next meeting **– by Kennedy**  2. Research about what is the benefit to have an alumni community, also looking at what other alumni associations are like in higher education institutions.  **– Each member research on 1 institution**  4. Research on Linkedin, prepare a list of target alumni speakers **– by Stan**  5. Draft a e-invitation template for seeking approval from CIC **– by Stan & Nimanthi** |
| Meeting closed |  |  |
| Next meeting | 15-Apr in the class |  |
| Minutes prepared by \_\_\_\_\_\_\_\_\_\_\_\_Stan Kwok\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) | | |