|  |
| --- |
| **Agenda** |
| **Team Name:** Group 2 |
| **Team members:** |
| Kennedy Kipchumba - S84967  Nimanthi Wanniarachchige - S84819  Brian Koima - S84922  Evans Kirwa - S84790  Yiu Wing Kwok, Stan - S84289  Rubina Sedai – S85811  **Meeting Place and Time:** 29th April 2025,Room 505, CIC campus |
|  |
|  |
|  |
|  |
| **Approval of minutes of previous meeting** |
| **Objectives of the meeting:**   * Recap Lecturer’s feedback on the Progress Report * Job allocation of the focus group interview |
| **Any other business:** |
| **Schedule next meeting**   * 4th May on Zoom |

|  |  |  |
| --- | --- | --- |
| **Minutes** | | |
| Team Name: Group 2 | | |
| Attendees: Evans, Stan, Rubina, Nimanthi, Kennedy, Brian | | |
| Apologies: | | |
| Items | Notes | Action items and deadlines |
| Present/ Welcome |  |  |
| Discussion/ decision:  1. Lecturer’s feedback on the Progress Report  2. Job allocation of the focus group interview | Feedback from Bereket  - The table of content -> Improved  - Short introductory part is needed  - Team details could go to the part where you  present team roles and responsibilities.  - Section 4.1 -> needs to include some private provider of Higher Education. You have mentioned big public units but they are not direct competitors of CIC and small providers will make more sense to explore further  - Focus group meeting -> detailed plan, consent form, booking and invites to be done soon  -Content of the report is very brief. More content, further research in the area, investigation of how similar sized competitors are handling their alumni event and network is required.  -Team roles and responsibilities is missing  -Report is poor in terms of volume of work as noted from word count.  Confirmed time & date of the Focus group interview:  5-May (Mon) 12:15pm-12:45pm  classroom on Level 5  Moderators of the interview: Kennedy, Evan & Nimanthi  Photo recording: Stan | 1. Regarding Bereket’s feedback, rewrite the session of ‘roles and responsibilities’ of the report, using table in order to make it more clear and visible – **by Kennedy**  2. Consolidate questions for the focus group interview, then finalize the question list before 5-May  **- each member suggests 5 questions, Kennedy responsible for the selection of the final 8-10 questions.**  3. Research on other alumni communities of direct competitors - **each member research on 1 competitor**  Taking team Photo for the usage of report and promoting materials  (photo shooting on 6-May)  **– Photographer: Stan**  4. Invite interviewee:  Thivanka – by Nimanthi  Alek – by Rubina  Kelvin – by Evans  Lucy – by Kennedy  Anne – by Kennedy  Mark – by Rubina  Thamod – by Nimanthi  Ama – by Stan  5. Request consents form template from Milan  **- by Kennedy** |
| Meeting closed |  |  |
| Next meeting | 4th May on Zoom |  |
| Minutes prepared by \_\_\_\_\_\_\_\_\_\_\_\_Stan Kwok\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) | | |