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| **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:** 4th May on Zoom |
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| **Approval of minutes of previous meeting** |
| **Objectives of the meeting:**   * Finalize the question list for the focus group interview * Reconfirm the details of the interview |
| **Any other business:** |
| **Schedule next meeting**   * 4th May on Zoom |

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| **Minutes** | | |
| Team Name: Group 2 | | |
| Attendees: Evans, Stan, Rubina, Nimanthi, Kennedy, Brian | | |
| Apologies: | | |
| Items | Notes | Action items and deadlines |
| Present/ Welcome |  |  |
| Discussion/ decision:  1.Finalize the question list for the focus group interview  2. Reconfirm details of the Focus group interview:  3. Others | Below are the final 8 selected questions among all questions collected from team members:   1. *Do you agree that an alumni’s community of an institution is profoundly important for the current students and the institution? Why? (Rating 1–10)* 2. *What specific outcomes are you hoping to achieve by attending the alumni event?* 3. *Would you value opportunities for ongoing mentorship or continued communication with alumni after the event?* 4. *What kind of events, mentorship, or networking opportunities would you like to see from our alumni?* 5. *How do you think a strong alumni network could benefit your studies, career preparation, or personal growth?* 6. *Would you be interested in helping shape or join future alumni-student initiatives, and if so, in what capacity?* 7. *What would motivate you to attend an alumni event hosted by CIC (e.g. career development, reconnecting with peers, giving back)?* 8. *What kind of support, content, or features would you expect from a CIC Alumni Portal or event to keep you engaged long-term?*   Time & date:  5-May (Mon) 12:15pm-12:45pm  classroom on Level 5  Moderators of the interview: Kennedy, Evan & Nimanthi  Photo recording: Stan  Kennedy reported that the consents form template was ready  Stan designed a welcoming notice for the focus group interview | 1.Send reminder to the interviewees:  Thivanka – by Nimanthi  Alek – by Rubina  Kelvin – by Evans  Lucy – by Kennedy  Anne – by Kennedy  Mark – by Rubina  Thamod – by Nimanthi  Ama – by Stan  Remind Milan – by Kennedy  2.Taking team Photo for the usage of report and promoting materials  (photo shooting on 6-May)  **– Photographer: Stan** |
| Meeting closed |  |  |
| Next meeting | 10th May on Zoom |  |
| Minutes prepared by \_\_\_\_\_\_\_\_\_\_\_\_Stan Kwok\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) | | |