

# Mentor Matching Team 19 – Meeting 1 Minutes

10<sup>th</sup> October 2016

## MEETING PARTICIPANTS:

Christopher Lau, Matthew Bell, Harry Chen

## Overview:

The first meeting was primarily an organising one. We have decided on the roles each of us is going to have and what we should be responsible for. Apart from that we have sent an introductory email to our client and decided to organise this first meeting.

## Topics Discussed:

### Introduction to problem:

*stable marriage problem* - like a dating site problem, same people may/may not be available, max. no of mentees per mentor, status of pairing?

Example: one person has three mentees out their maximum of three. one may be actively meeting, one may not have started meeting, one may have just left scheme. There should open window for two weeks to apply, and then the system matches mentors to mentees. What about surplus mentees? This Could happen multiple times in a year user could be both mentor and mentees, depending on mentorship programme constraints.

### Features the applications may have:

- Must be easy to use, easy to enter matching preferences
- Would like to do it on laptop or phone
- In app notifications would be “brilliant”
- Status, record of meetings... nice to have.
- Application prompts to meet if there hasn't been activity.
- User profile idea “good”, needs to be fairly simple so that the user doesn't get invested in working on the profile rather than other things. clearly low priority. focus on the users' skills.
- Internal DB? SAP or there's a “corporate directory” could use to populate profile, but best to check as these things tend to be locked down

### Initial requirements

- Application must have a matching system
- Preferences for matching
- Separate programs with their own requirements
- Status of each persons' matches
- Profile system
- Notifications
- Admin - bulk create/read/update/write (CRUD) operations COULD HAVE:
- Recording meetings of mentorship
- Prompts to meet WOULD HAVE
- Corporate directory lookup

### Next steps

Finalise requirements (our side) by 14th October. Jane will then confirm this after weekend. Create user stories