

# CODEZILLA MEETING MINUTES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Details of Meeting | | | | | | | |
| Meeting Title | | | Pitch to Sponsors (Allied World Healthcare) - 01032017 | | | | |
| Date (DD/MM/YYYY) | | | 01/03/2017 | | **Time** | 05:00PM – 07:00PM | |
| Location | | | School Of Information Systems (SIS) SR 2-2 | | | | |
| Prepared By | | | Amanda Lim | | **Vetted By** | Nigel Goh | |
| Attendees | | | Zul Yang  Koh Xiao Wei  Amanda Lim  Nigel Goh  Edward Foo  Jolene Teo  AWH Sponsors | | **Absentees** | - | |
| Meeting Objective | | | | | | | |
| Pitch to sponsors and getting to know the project | | | | | | | |
| Meeting Agenda | | | | | | | |
| 1. Self-Introduction 2. Team Codezilla Presentation 3. Discussion and clarifications | | | | | | | |
| Meeting Notes, Discussion | | | | | | | |
| S/N | **Topic** | | **Details** | | | | **To Note** |
| 1 | Introduction of project by Sponsors | | **-** Marketplace for ideas and time  - Catalogue of live projects for people to look for  - People like us with great ideas to match  -Tagging system aligned to different services | | | |  |
| 2 | Part 1: A sign up process that creates a profile for user (e.g. researcher, project lead, financier, clinician, any many other relevant roles to deliver new projects). This will create a user profile, which will have adjustable privacy settings. | | **Q1: Are the user types for the application restricted to those mentioned above or can anyone use it?**  -We should not use free text fields as it is not helpful and also difficult to match  -There may be as many as 50 roles  - We can categorise by sector (e.g. medical, educational) and then from there continue to sub categorise  **Q2: How do new users show certification of their expertise? Will there be a function to do that?**  -They should upload their certificates  -We will make use of a manual process to validate them  -We can make use of ratings, thumbs up, likes and even block those who have a bad review  **Q3: Do you have any existing users for the applications you have?**  -We are not going to use the same users.  -Maybe we can use existing supporters  -We can have a point system for users. 30 points if it’s an emergency etc., creating a brand for the individuals and projects. Logos and badges could be involved and used in social media campaigns  -These projects can put onto linked in profiles and cvs | | | |  |
| 3 | Part 2: A portal to post new projects and research concepts, both early stage and in-progress. Descriptions will be detailed and across multiple areas, to allow projects at all stages to gain value (e.g. for a new idea to find funding, but also for an established project that just needs to find one more resource) | | **Q1: Will the projects be vetted by an admin before appearing on the website live?**  **Admin rights? If so, what are the admins entitled to?**  -We will make use of a point system for projects as well  -Maybe we will manually vet the first 3 projects and if they have a good record then the rest won’t be vet. Big companies that have many projects will be seen as more credible  -We can conduct spot checks  -There should be an element of trust  **Q2: What are the project categories? Are they based on societal needs? Eg. Lack of food and clean water, improper education, inadequate medical facilities, electricity etc.**  -There will be project categories as you mentioned above  -We will also categorise by face to face or remote or telephone support etc.  -This is because some projects require meet ups and are more hands on – this means where the people live at (which city or country matters). But for those projects that do not require meet ups then that is not necessary. | | | |  |
| 4 | Part 3: Integrate a set of collaboration and communication tools whereby users can search for others users by skills/role/location Have integrated communications tools  (flexible, but could include messaging, forums etc.) | | **Q1: Will this application have any link to MediConnect by Lolo?**  -Difficult to answer  -As of now 2 distinct projects at the moment | | | |  |
| 5 | Part 4: Project Management Space  Create a simple space for in-progress projects (that will be expanded over time) to give a free tool for users to input, view and manage key social impact and research project delivery  This will integrated with the other system areas. E.g. there could be a list of all project staff, and the vacant Diabetes Clinician role could be advertised. When people apply their profiles show up in this section for review/approval/interview/declining etc. | | **Q1: How will users research project delivery? Do we give them a list of references and links?**  -This focuses on showing evidence and making a point with captured data and proving something. Proving that there is success and that there was a social impact.  -Send out independent people to scope and collect data results  -Yet, we find thus part hard to scope  -Make good ideas into academic research at a proof level.  **Q2: What are the features of this space, other than input, view and manage?**  (This question was answered above along the way. We deviated.)  -Is it purely web? Both. (React at NUS)  -Preferences: Java.  -Little widgets, messaging, forums are important | | | |  |
| 6 | Part 5: Integrated Digital Marketing  These features will be integrated with broader social media channels. E.g. if someone advertises a role or potential collaboration in OpenMind, they will be able to automatically put it on Twitter or Facebook, by linking their social media accounts with OpenMind.  OpenMind itself will also promote externally, e.g. to an OpenMind Cambodia Twitter account, and in a series of newsletters to users (where information is automatically sent according to user profile type) | | **Q1: What kind of information would be included in the newsletter? (New projects?) Will it be auto generated based on user interests?**  -People do not want to keep rewriting. As such, they will be auto generated  -We will broadcast the success of the project to social media  -Once it’s set up and running, it is good to know what the legacy left behind  -E.G. Here’s the latest 10 projects that matches your skills.  -Pushing messages out to keep them updated. | | | | **Edward’s question:**  **ED: Scalability- track the progress of a project after the success -how long do we track the projects?**  -At some point let them go. We need to draw the line, probably a year.  -Allow the lifespan to contingent to how the user wants to define it. Monitor over 2 years maybe. |
|  |  | |  | | | |  |
| Actionable Items | | | | | | | |
| S/N | **To Be Done** | | | **Team Member(s)** | | **Due Date (DD/MM/YYYY)** | |
| - | - | | | - | | - | |
| Next Meeting (If Applicable/Discussed) | | | | | | | |
| Date (DD/MM/YYYY) | | - | | | **Time** | - | |
| Location | | - | | | **Objective** | - | |
|  | | | | | | | |