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1. Program Overview

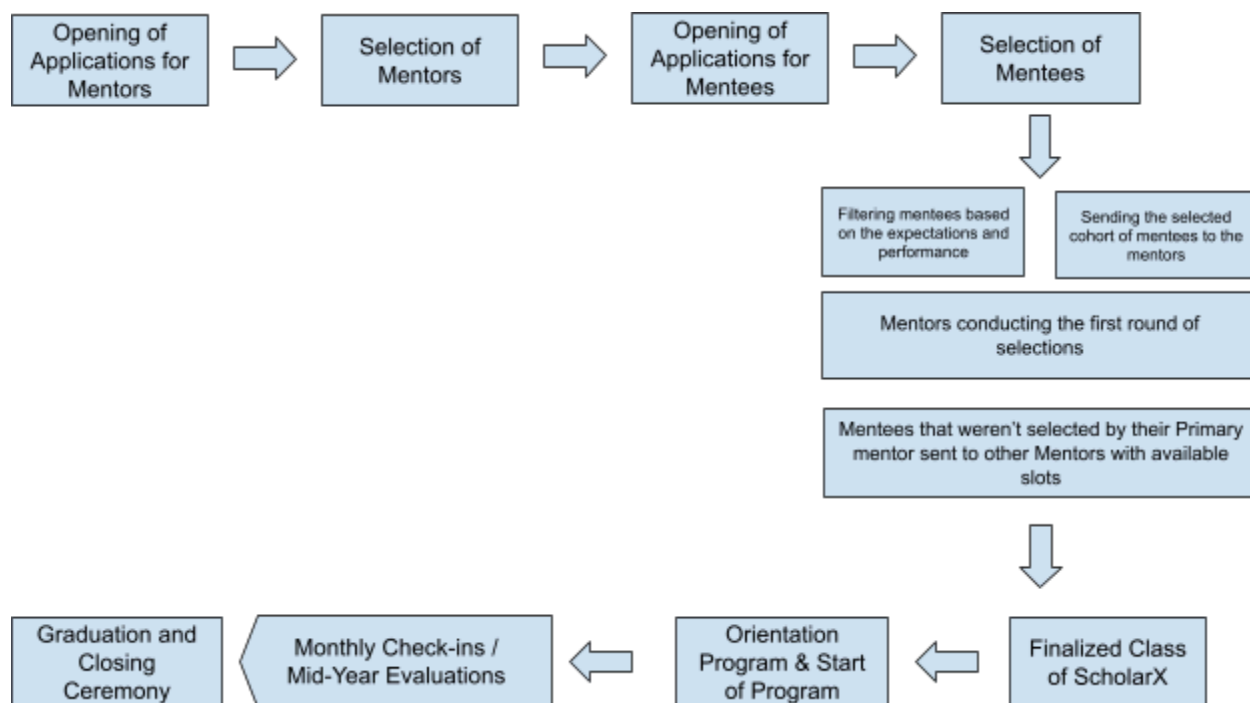
ScholarX is an exclusive 6-month program aimed at providing mentoring support to a selected pool of high-potential undergraduate students based in Sri Lanka ideally by a Sri Lankan expat. ScholarX became our free premium mentoring program by Sri Lankans for Sri Lankans working towards creating a culture of knowledge and expertise sharing without the limitation of geographical borders. Our mentors were from Fortune 500 companies and top Universities. We have paired over 200+ students and mentors with more than 2500+ mentoring hours logged in.

The program is overseen by the Executive Committee for the Sustainable Education Foundation and managed by the respective Program Owners of the ScholarX and Student Ambassador Programs. Both programs are run on zero budget and rely on the generosity of our volunteer network. Weekly formal meetings are held to assess the progress of the program against set targets at the start of the program. Participants and Subject Matter Experts who volunteer as Mentors and Module Speakers are both provided opportunities to submit their feedback to identify what aspects of the program are most beneficial for the participants and also identify how we can improve the future delivery of the program. We publish the findings via blog posts and other social media networks to ensure transparency and also for knowledge-sharing purposes for other grassroots organizations with similar interests.

2. Process of ScholarX (Before 2023)

1. Opening of Application for Mentors
 1. Recruiting
 1. Inviting past mentors
 2. Headhunting possible new mentors and reaching out to them via Email, LinkedIn, etc
 3. General invites through Social media posts
 4. Asking past mentors to refer
 2. Informing the success or failure
 3. Publishing social media posts with the selected mentors
 4. Medium: Google forms
2. Selection of Mentors
 1. Going through the application, LinkedIn
 2. What are the criteria?
 1. Industry
 2. Academia
3. Opening of Application for Mentees
 1. General invites through Social media posts
 2. Using Student ambassadors to reach out to universities
 3. Used Medium: Google forms
4. Selection of Mentees
 1. Going through the application, LinkedIn
 1. Answers for the 3 questions we focused on
 2. CV,GPA etc.
 2. Continuing the process as per the flow-chart
 3. Used Software: Google Sheets
5. Finalized ScholarX Class for the year
 1. Informing the mentees about the success or failure - Email
 1. Ask the mentors to reach out to mentees
 2. Publishing social media posts
 3. Analyze demographics etc.
6. Orientation program for the Mentors / Mentees
 1. Intro to the program and the handbooks
7. Program Period
 1. Monthly submissions
 1. Mentee of the Month
 2. Coffee chats
 3. Any other lectures, events, etc.
8. Graduation and Closing Ceremony
 1. Identifying the number of mentees that have met the minimum participation requirements
 2. Organizing the graduation ceremony
 3. Publishing social media posts

4. Sending certificates for mentors/mentees
5. Feedback - Google Forms



3. Goals of Stakeholders:

3.1. Mentees

- Finding a good mentor
 - It should be easy to filter the suitable mentors
 - The platform should provide all the necessary details of mentors
 - Basic details
 - Mentoring history
 - Success stories
- Expanding his/her network
- Finding Internship/Job opportunities
- Searching for career paths etc.
- Finding a resource person for projects, research etc.
- Certifications
- Finding Scholarships or funds
- Good communication / informative feedback
 - Ex: ability to see the reason for the rejection

3.2. Mentors

- Finding mentees
 - Maybe just to guide them
 - Maybe for some kind of project or research
- Sorting out the suitable mentees easily
- Evaluating mentees in an easy and good way
- Showcasing the progress to others
- Should be an easy and fast way to join as a mentor
- Post lessons, tutorials, articles etc.
- Co-mentoring
- Ability to add a comment/feedback when appearing/rejecting
- To have multiple selection rounds (in case a mentee didn't respond)
- Add projects and information
- Communicate through the platform for mentors and mentees
- Mentee mentor swap, groups
- Post lessons and courses so users can check them

3.3. SEF

- Expanding the community, and Publicity
- Getting recognised
- Giving the opportunity to many mentees as much as possible

- More mentee slots for a mentor
- Giving a better user experience
- Finding well-recognized mentors
- Finding partners
- Connect OneLive with the platform
- Research collaborations
- Able to fund/scholars/internships for students
- Newspapers/articles publish
- Track past mentors' information(success stories)
- Granting scholarships/ fundings through the platform
- Automate the selection process

3.4. Maintainers

- Automate the whole process
- Being able to manage the users (**optional**)
 - Finding information about users in a fast way
 - Filtering
 - Manually matching mentor-mentee
 - Updating mentee/mentor information
- Tracking mentor/mentee progress
- Evaluating
- Communicating with users
- Requires minimum interactions
- Being less-technical

3.5. Sponsors (Optional)

- Get recognised
- Expanding the community, and Publicity

3.6. Partners (Optional)

- Get recognised
- Expanding the community, and Publicity
- Sharing resources with SEF

4. Personas

4.1. SEF

1. Brian works at SEF as a program manager of ScholarX. He would be supervising the whole scholarx platform throughout the time. His main intention is to keep track of the platform and provide suggestions for improvements. Also he want to keep track of the stats and use them for future decisions. The key aspect is that, Brian is not a technical expert, so he expects the platform to be simple, reliable and fast. Also, he would like to use the scholarx platform to expand the community and the publicity of SEF.
2. Tom is an assistant program manager of ScholarX. He is assigned to administering the program using the ScholarX admin dashboard, so he can dedicate his time to scholarx management. In Earlier versions of scholarx, Tom's intentions are to review the mentee/mentor applications through the platform and approve/reject those. But now he would love to have an automated platform for reviewing process. So it can reduce his work. Also, he will be involved in the ~~mentee-mentor matching process~~, evaluations, meeting/event arrangement and overall communication with mentees/mentors during the program. Even though he doesn't directly involve in the mentee-mentor matching process, he should be able to intervene in the process if exceptional cases. Since he is also a non-technical person, he expects the platform to be simple and self-explanatory. So he can do all his assigned tasks easily.
3. Dave is also a non-technical person from the ScholarX management team. He is assigned to find mentors for the program, invite them and help them with the registration. He would be communicating with both new mentors and past mentors. Also, he is involved in ScholarX marketing and advertising. For that, he expects the platform to be containing important details of the scholarx program, past programs, success stories, growth charts etc.
4. Ben is a developer in the SEF engineering team. So he has technical knowledge regarding the scholarx platform. And he can dedicate his time to providing tech support to the ScholarX management team. So he works as a platform assistant for ScholarX. Also, he intends to identify problems with the platform and report those issues to the Engineering team. He would prefer to have a self-explanatory, less buggy platform.
5. Ned is a developer of the ScholarX platform. He has very good knowledge on the scholarx platform and its architecture. He works on the development, testing and deployment of the scholarx platform. His expectations are dev-related stuff like an easy-to-setup dev environment, easily deployable application etc.

4.2. Mentors

1. Bob is a Sri Lankan PhD candidate at ABC university in the USA. He is very interested in helping to make a positive impact on the lives of the younger generation of Sri Lanka. But it's hard for him to find dedicated individuals to directly assist. So Bob would like to volunteer in programs like ScholarX that make all the necessary arrangements. He can dedicate his time to do the registration, selecting his mentees etc. But he prefers that process not to be much complicated because he's not a technical expert. His main intentions are to help students, get mentoring experience, expand his network, and gain publicity and fame. Also, he prefers to have a way to log the data related to his mentoring sessions, so he can evaluate his mentees easily. ~~He expects the program to have a structured and well-organized timeline.~~
2. John is a Sri Lankan software engineer who works at Google. He is also willing to help Sri Lankan students by sharing his knowledge and experience. John volunteered in ScholarX as a mentor in the last year and he would like to be a mentor in the next year as well. He would like to have mentees who can work as research assistants. But due to his busy schedule, he won't have enough time to fill out lengthy applications and select the mentees. ~~Since he was a good mentor in the last program, he would prefer if the ScholarX management team can do the application process for himself (with the data they already have from last year's program).~~ He would like to stay as a ScholarX mentor for a long time period. His other expectations are having automated matching system without manually picking and reviewing, flexible schedules and program structure.

4.3. Mentees

1. Kevin is an undergraduate at XYZ university Sri Lanka. He is looking for an opportunity to expand his network and get guidance from Sri Lankans experts. He would like to be a mentee at ScholarX and he can dedicate his time to get the maximum out of it. He would like to select the most suitable mentor from a mentor pool, by considering his field, interests, achievements etc. His intention is to expand his network, involve in research and gain publicity and fame through the ScholarX program. He prefers to have an easier application process which can be done through his mobile phone. Also, he expects the program to have good mentors, a well-organized structure.

5. Problems Faced in Earlier Versions

5.1. General Users

- Some users don't have LinkedIn accounts.
 - Also, some don't use LinkedIn email as their primary email
- UX issues.
- The existing platform was not mobile-responsive.
- Should be able to view the current phase and related data on the platform.

5.2. Administration

- Need a way to make sure the mentee applications are up to standards.
 - By analyzing the CV, answers, LinkedIn profile etc.
 - So, If the application is not up to the standards, it can be rejected automatically.
- Need a way to verify applied mentors (Ex: Mentors can provide a list of references so that admins can verify the mentors)
- It's hard to manually create completion certificates.
- Hard to gather feedback and testimonials
- Communication Issues:
 - Sometimes emails are not properly delivered or get spammed.
 - Need a way to track the delivery status.
 - By tracking platform login time
 - Possible to find an alternative reminder method? Like an SME push notification on a twitter update?
- Some mentees/mentors are underperforming. We don't have a way to track them and disqualify them.
 - Evaluations for both mentees and mentors
 - Mentor's evaluation on mentees and mentee's evaluation on mentor
- Some users are not active.
 - Track their last logged time
 - Need to send a follow-up email.
- Some mentees drop out from the program
 - Some mentees didn't communicate with the mentors at all
- Need to see the overview of a selected program
 - Should be able to view the current phase and related data of the platform.
 - Admin dashboard with overview
- Concurrency issues

5.3. Mentees

- Difficult to find mentor details
 - Need a way to view/sort/filter mentors

- Need to ask questions from mentors to extract what they can provide (+ expectations from mentees). That information can be used to help mentees to pick their mentor
- Some mentees wanted only short term mentoring(not 6 months)
- Some mentees were not available during exam periods
 - Possible to add flexible scheduling?

2022 feedback

- Managing studies and the program together was seen as cumbersome for some mentees
- Not being able to match with their desired mentor
- The login process seems to be an issue
- A vast majority of mentees reported to not have any issues with the program nor the platform

5.4. Mentors

- Some mentors prefer to select the mentees on their own, but some are not.
- Some mentors didn't get frequent updates from the management.
- Some mentors thought 6 months are not enough
 - The duration of the mentorship was not sufficient to complete a research from ideation to publication.
 - Some mentees were not available during exam periods
- Some mentees were not committed
 - Some mentees don't submit evaluations.
 - Sometimes, submission requirements were not communicated properly. Could have been more transparent.
 - Weekly submissions/evaluations through the platform
 - Log calls/meetings through platform
 - Some mentees came from different levels/backgrounds, so the mentor's capacity and the time frame weren't compatible with them.
 - Some of the mentees didn't have a clear sense of what they wanted out of the programme.
 - Mentees should be aware of the communication and scheduling timelines with the mentors because the mentors have committed their free time
 - Students couldn't commit much due to external reasons like covid19
 - SEF should Check with mentors as well to get feedback on a monthly or bi-monthly basis to see if mentees are committed to the program
- Some applicants didn't permit other people to look at their application from google drive.
- Mentors prefer to have students who match their interests. (Higher education, Industrial advice etc.)

- Identifying the expectations (do they expect to learn to code/undertake a research project/write papers/apply for grad school/apply for jobs/work on their CV) of the students and matching them with mentors who are more resourceful in these expectations through the program would enhance the quality of mentorship
- Intentional and goal-oriented student participation
- Need a way to add notes, and rankings to the mentee selection process.
 - Need a comment box to remember what was good and bad about each candidate
- Include personalized questions from mentors. (for mentee application)
- Possibility to select a second and third choice student in case the first choice student dropped out or didn't respond
- Some mentors prefer to have their own schedules with mentees
 - 1-to-1 meetings (Personalized mentee approach)
 - Group work
- Conducted zoom sessions
- Ability to co-mentor with other mentors
 - Or peers from same uni / workplace (subject to verification from SEF)
- Not possible to share the material / training / challenges they used for the mentoring process?

2022 feedback

- Majority of the mentors had communication problems with their mentees
- Mentee participation was noticeably lacking for some mentors' sessions
- Some mentees were seen as lacking motivation to continue the program, resulting in underperformance during latter parts of the program or dropping out
- Some mentors deem the time period of 6 months as not sufficient
- A better structure for evaluation is required; frequency and the questions to be asked are not yet established properly according to the majority of mentors
- A screening process to identify the expectations of students from the program was suggested
- Heavy workload could hinder performance of some students therefore the schedules of students should be addressed
- Some mentees are reported to be joining in hopes of foreign opportunities and just getting a certificate
- Some mentors are reporting login issues as well as not receiving mails (Some individuals don't use the same email address for both LinkedIn and communication purposes)

5.5. Other

- Need localization to address language issues

6. User Stories

6.1. Brian (SEF Administration)

- As Brian, I want to get an overview of a ~~selected~~ scholarx platform easily so that I can use it for future decisions of SEF
- As Brian, I want to share the stats of the ScholarX program, so that I can use those to increase the popularity of SEF and SX.
- As Brian, I want to communicate or get feedback from mentors through the platform, so that I can improve the program according to their suggestions.

6.2. Tom (SX Program manager)

- As Tom, I want to have an automated application reviewing process, so that it can reduce my work.
- As Tom, I want to manage the platform administration roles, so that I can add/remove ScholarX team members to help me with reviewing.
- As Tom, I want to easily send announcements/messages to the mentees/mentors, so that I can easily communicate with them.
- As Tom, I want to collect the mentee/mentor feedback easily, so that I can use those suggestions/comments for next scholarx programs.
- As Tom, I want to evaluate the mentees and mentors, so that I can make decisions by referring to their activities.
- As Tom, I want to export the data of the program (to a spreadsheet or something), so that I can use that data for analyzing the stats.
- As Tom, I want to see the list of mentees and mentors on the platform, so I can review their applications and take actions if required.

6.3. Dave (Marketing)

- As Dave, I want to easily invite the mentors to the platform, so that the mentor count can be increased.
- ~~As Dave, I want to see the list of past mentors of scholarX, so that I can invite them to the next ScholarX program.~~

6.4. Ben (SX tech support)

- As Ben, I want to easily report bugs/problems occurring in the platform to the engineering team, so that I can keep the platform less buggy.

- As Ben, I want to gather mentee/mentor feedback on the platform, so that I can send the engineering team for further enhancements.

6.5. Ned (Developer)

- As Ned, I want to set up the development environment easily, so I can start development quickly.
- As Ned, I want to run tests automatically instead of doing manual tests, so I can save my time.
- As Ned, I want to develop and run the frontend separately without setting up the backend or vice versa, so that I can utilize my local resources.
- As Ned, I want a better user guide, development guide, so that I can refer to it and do the development without any problem.
- As Ned, I want to deploy the platform faster and easily (or automate), so that I can save my time.
- As Ned, I want to keep a backup of the system, so that I can restore the data in case of emergency.

6.6. Bob (Mentor)

- As Bob, I want to register to the platform easily by myself, so that I can save my time.
- As Bob, I want to select the best mentees who match with me, so that I can use my full potential for mentoring.
- As Bob, I want to have mentees who are committed and would not drop out, so that I can keep my schedules consistent.
- As Bob, I want to communicate with my mentors through the platform, so that I don't have to personally contact them.
- As Bob, I want to evaluate my mentees and review their activities, so that I can make decisions about the mentees.
- As Bob, I want to schedule meetings/events and invite the mentees through the platform, so I can save time.
- As Bob, I want to share my/my mentees' progress on social media, so that I can gain fame and publicity.

6.7. John (Mentor)

- ~~As John, I want the scholarx team to do the registration for me, so that i can save my time.~~
- As John, I want an easier way to filter and select my mentees, so that I can save my time.

- As John, I want to share learning material through the platform, so that I can share them with my mentees easily.
- As John, I want to get frequent updates from the management, so that I can adjust my mentoring/program structure according to them.
- As John, I want to have flexible program duration, so that I can adjust it according to my requirements (6 months of research etc).
- As John, I want to recommend and invite other mentors to the platform, so that I can improve the quality of the platform.
- As John, I want to set the profile state as “Available for mentoring” or “Not available”, so that I can get mentees only in my preferred time ranges (Ex: Only in summer).

6.8. Kevin (Mentee)

- As Kevin, I want to filter and choose the best mentor for me easily, so that I can save my time.
- As Kevin, I want to apply for multiple mentors, so that It can increase the chance of being selected by one of them.
- As Kevin, I want to communicate with my mentor through the platform, so that I can easily reach him for doubts or comments.
- As Kevin, I want to get frequent updates from the management, so that I can be up to date.
- As Kevin, I want to have flexible mentoring/evaluation schedules, so that I can manage those during exam periods or any other personal matter.
- As Kevin, I want to use the platform through my mobile phone, so that I can use it from anywhere at any time.

Requirements

- Public Homepage:
 - Ability to show an introduction of what scholarx is
 - ~~Ability to show the basic details of ongoing/upcoming events~~
 - ~~Program name, Schedule, Current state, Mentors list~~
 - Ability to show a details/summary of the platform:
 - Stats (Number of successful mentorships, number of mentors/mentees etc.)
 - Growth chart
 - Success Stories
 - Past Mentors/Mentees
 - Testimonials
 - Achievements
 - Past Activites(Programs)
- Login:
 - Users:
 - Ability to create an account with Google SSO/ LinkedIn
 - Multiple Login methods(Google, LinkedIn, Custom, Asguardio?)
 - Developers:
 - Ability to login into test accounts
 - Ability to create test accounts
- Platform Administration(Super Admin):
 - Ability to assign roles (Add other admins, give privileges to the admins, remove/ban users)
 - Ability to set access levels
 - Ability to manually create accounts (Optional)
 - For busy mentors / other admins / testing
 - Ability to send credentials to those users
 - With email, temp password, details
 - Ability to manually edit account details (Optional)
- Program Administration (Admin):
 - Ability to filter the list of mentors by their field and other criteria
 - Ability to view a selected mentor application
 - Ability to manually approve/reject the mentor application or request changes for the application
 - Ability to set a reason of rejection/requests/approval to a selected mentor application (custom message maybe)
 - Ability to see the list of existing mentors including their current number of

mentees and other related data

- Ability to select a mentor and see their information
- Ability to terminate the mentorship if required
 - Ability to set the reason for the rejection
 - Ability to set a message for their mentees and send it
- Ability to filter the list of mentors based on their status, category etc.
- Ability to reject spam/incomplete applications automatically
- Ability to send emails/notifications to a selected group of mentors

- Ability to see the list of mentees who applied
- Ability to reject spam/incomplete applications automatically
- Ability to filter the list of mentees by their field and other criteria
- Ability to check the current number of pending applications that person(mentee) have
- Ability to view a selected mentee application.
- Ability to reject a mentee application manually (Only if required | Optional)
- Ability to manually approve/reject the mentor application or request changes for the application (only in exceptional cases)
- Ability to set a reason for rejection/request/approval of a selected mentee application (only in exceptional cases)
- Ability to terminate a mentee if required
 - Ability to set the reason of termination
 - Ability to set a message for their mentor and send it
- Ability to select a mentor and see the assigned mentees of the selected mentor

- Ability to export platform-related data.
- Ability to get demographic data required for marketing

- Ability to view mentee-mentor journal
- Ability to evaluate an mentee through the journal
- Ability to approve mentor & mentee's request of extending the mentorship duration
- Ability to end an mentorship with fail/pass result
- Ability to fail/remove a mentee/mentor?

- Ability to receive automated mail for mentor application reviews (when someone applied for being a mentor)

- Mentors
 - Ability to view the details of scholarx
 - Ability to create a profile and to be verified as a mentor
 - Ability to set mentorship status (Available for mentoring, Not available)
 - ~~Ability to see a suggested list of mentees~~

- Ability to see the mentees who have applied for the mentor
- Ability to see the details/application of a selected mentee on the list
- Ability to approve/reject a selected mentee application
- Ability to add notes on the mentee application or request changes
- Ability to add a reason of rejection/request/approval to the mentee application

- Ability to view the current list of his/her mentees
- Ability to view the details of the selected mentee (+ contact details)

- Ability to share learning material with a mentee
 - Questionnaires
 - Files
 - Links
- Ability to communicate with the mentee through the platform (Chat/Send notifications)

- Ability to maintain a mentoring journal
- Ability to see the mentee's notes on mentoring journal

- Mentees
 - Ability to view the details of scholarx
 - Ability to see the list of verified mentors
 - Ability to see the details of a selected mentor
 - Ability to filter the mentors by category, interests etc
 - Ability to create generic application with the basic information (as a profile)
 - Ability to apply for a mentor
 - Ability to select a mentor from list of suggested mentors
 - Ability to use the profile to autofill the application
 - Ability to draft the application
 - Ability to edit the application/ Draft
 - Ability to withdraw the application
 - Ability to submit the application
 - Suggestion: Using the application,
 - Identify the things that mentor can offer
 - Identify the things that mentor expect
 - Identify the expectations of the mentee
 - Ability to apply for 3 mentors
 - Ability to see the status of the application
 - Ability to communicate with a mentor (chat/ask questions) through the platform
 - Maybe even before sending an application

- Ability to maintain a journal
- Ability to see the mentor's notes on journal

- Non-logged in users
 - Ability to see the details of ScholarX
 - Ability to see a set of verified mentors
 - Ability to filter the mentors by category, interests etc.
 - Ability to see the basic details of the mentor (Other details will only be shown to the logged-in users)
- Developers
 - ~~Ability to setup the dev environment in less number of steps~~
 - ~~Ability to setup the environment by themselves by only referring to the documentations~~
 - Ability to find the all the API endpoints and the details
 - Ability to create testing accounts
 - Ability to test the functionalities automatically
 - Ability to develop the frontend with a backend on the cloud server
 - Maybe containerize the system
 - Availability of a dummy database
 - Ability to deploy the platform easily
 - Less complex deployment workflows
 - VPS
 - Having a better directory structure

7. User Flows

Suggested User Flow:

1. User get registered on the platform
2. By default he/she can apply as a mentee
3. To be a mentor, he/she needs to go through a verification process.
4. Verified mentors can set their profile as “Open for Mentees” and receive mentee applications

Mentor:

1. Create a profile
2. Add basic information to the profile
3. Create a mentor application
4. Submit the mentor application
5. User's profile get verified as a mentor if accepted
6. Switch the profile mode to “Open for mentoring”
7. Wait for mentee applications
8. After receiving an application
 - a. Review it
 - b. Request changes if needed

- c. Approve it
- 9. Start mentoring
- 10. Maintain the mentoring journal
- 11. At the end of the 6 month period, end the mentorship and pass/fail the mentee
 - a. Or request for extension

Mentee

1. Create a profile
2. Add basic information to the profile
3. Go through the list of mentors
4. Choose a mentor and create a mentee application
5. Submit the mentee application
6. Submit 2 more applications if needed
7. Wait for reviewing
8. Do the changes if changes are requested
9. Get approved as a mentee
10. Maintain the mentee journal
11. At the end of the 6 month period, end the mentorship
 - a. Or request for extension through the mentor

Admin

1. Wait for mentor applications
2. Review the mentor application, request changes or approve/reject
3. Review the mentee application and approve/reject (Only in exceptional cases)
4. Go through mentee-mentor journals and evaluate
5. Notifying the mentors when 6 month mentoring period is up
6. Extend mentorship periods if requested

User flow Summary:

- People can signup and create a profile,
- They will have a profile with basic information, and cv.
 - Using that, they can be apply for being a mentee directly.
- To be a mentor, the user need to get approval (verification)
 - We can add some kind of recommendation system
 - Where mentors can recommend mentors
 - Admins approve the mentors
 - In mentor verification: Admins involve, spam/incomplete is automatically rejected, Admins can approve/reject if needed.
- ~~— No dedicated mentor for a mentee~~
- Users can sign up for a mentorship under a mentor
- Mentees just apply for mentors. They can only get selected by the applied mentor. No other matching system. If need to apply for 2 mentors, just create 2 applications
 - We limit the simultaneous application count (Maybe 3)
 - In mentee selection: Admins do nothing (Admins should be able to do if

required). Let mentors do it. ~~Admins can't involve~~. Only spam will be rejected automatically

- What to do if mentor doesn't respond to an application? are we going to reject it automatically.
 - Admins have a UI to check these things
 - Notify the mentee
- Mentorship duration:
 - 6 month from the beginning
 - Mentor have the ability to release the mentee after the period
 - Admins Send email to release the mentee when the recommended time is up
 - Provide an option to Extend
 - Mentor can pass or fail the mentee when releasing
 - Should be able to do this before 6 months
 - Failing at any time
 - Admins also can do it if required
- Mentor and mentee pair will keep a shared journal.
 - Admins also can see it.
- Admins can export data (with filtering)

8. Summary

- We are mainly looking for a solution for these key problems:
 - It's hard for the administration to manage the mentor/mentee selections manually.
 - It's hard for mentees to go through the mentor list and find the most suitable mentor.
 - Communication problems in the past programs
 - It was hard to identify the mentees/mentor's expectations and offerings and find the best matching mentor/mentee.
 - Issues with the mobile responsiveness
- Our solutions will be:
 - Providing an easier mentor/mentee application reviewing process and program process
 - Fully automated mentee-mentor matching
 - But admins will have the full authority to intervene in the program/selection process (optional)
 - Easier mentor verification process with automated functionalities
 - ~~■ But with some automated functionalities~~
 - ~~● Scheduling program state changes~~
 - ~~■ With the ability to concurrently work with other admins~~
 - More informative and user-friendly platform
 - A more reliable communication system
 - Getting the mentee/mentor expectations through the application.
 - And providing a better way to find mentors using improved filtering features
 - and automated suggestions according to expectations and offerings
- The program structure will be changed. No static timeline. Mentees can apply whenever they want. Mentors can directly approve mentees who applied to them.
- The authentication system will be changed. We'll have to support more sign-in options. An access level-based authorization system will be introduced (and more user types).
- When designing mentees', mentors' and non-logged-in users' UIs, we should focus more on mobile responsiveness.

9. Wireframes

A. Admin Dashboard: Madhawa, Dilina

1. Manage Users/Platform
 - Where admin can add other admins and set roles
 - Change metadata (Optional - if any) [Ex: Number of max applications a person can create, mentoring period]
 - Create new accounts and send them to people (Optional)
 - Manually edit account details by selecting an account (Optional)
 - Ban accounts
 - Export data
2. Manage Mentor Applications View
 - Where the admin can see all the mentor verification requests. Admin can click on a mentor application and verify the user as a mentor or reject.
 - Including filtering and all other features mentioned in the requirements section
3. Manage Mentors (Already verified mentors)
 - Where admin can list existing mentors
 - With their information, current mentees count, other related data
 - The list of mentorships they offer
 - and the pending/rejected mentee applications they got
4. Manage Mentee Applications View (Optional)
 - Where the admin can see all the mentee applications
 - Admin can click on a mentor application and check the details
 - Approve/reject applications (Optional)
5. Current Mentorships view:
 - List of currently running mentee-mentor mappings
 - Can see their journal by selecting one
 - Can extend their mentorship period + issue certificates
6. Manage Mentees (Optional since the above section covers this part)
 - Where admin can list all the mentees
7. Bulk Emails, Notifications
 - Sending emails. Messages
 - Example: Send reminder email for people who haven't submitted the monthly checking (filter based on logic/queries)

+ way to display who submitted the monthly checkings

- + Approve mentee certificates
- + Certificates for mentors
- + Dashboard with Insights (required a follow-up call)

B. Mentor Dashboard - Desira

1. Manage applied mentees
 - Clicking on a mentee will show the mentee's details
 - Can approve/reject the application
2. My Mentorships
 - Lists all the current mentees with their details + the remaining mentorship period
 - Can request extensions through this
 - Can see the mentorship journal through this
 - Complete the mentorship + request a certificate
 - + Way to communicate with mentee
 - + Toggle mentorship status
3. + Emails

C. Mentee's UI - Methma

1. My mentors
 - Can go to the journal through this
 2. My Applications
 - Shows the list of applications
 - Can edit draft applications
- + Public profile for selected mentees

D. All logged in Users - Gajindu

1. Signup, Login Pages
2. Edit Profile Page
3. Mentors page with Search/filter functionalities
 - Basic mentor details
 - Past mentees
 - Reviews + success stories
4. Apply for being a mentee (Application edit page) + auto-filled
5. Apply for being a mentor

E. Public: Dilina

1. Home page with intro, stats, testimonials etc

- Mentee/Mentor Guides + FAQ
 - Privacy statements
2. Signup, Login Pages
 3. Selected Mentors page with Search/filter functionalities

Other Requirements:

- Custom questions?
- Mentor-specific questions

10. ERD Design

The ERD can be found here:

<https://drive.google.com/file/d/11KMgdNu2mSAm0Ner8UsSPQpZJS8QNqYc/view>

11. Tech Stack

Database - PostgreSQL:

- A fully document-based database cannot be used because the entities have various relationships. Using it would result in duplicating entities in many scenarios.
- A fully relational database may not be the most optimal choice because we need to allow for dynamic mentee/mentor questions, email templates, and program metadata in the platform.
- It's better to use a hybrid approach that mainly relies on a relational database, but uses a document-based database in special scenarios.
- Postgres supports working in this hybrid approach, so we can proceed with it.

Backend - NodeJs, Express:

- With typescript
- Most of the developers are familiar with nodejs
- TypeORM for modelling
- Jest for testing
 - In integration tests, spin up a temporary database in postgres. Delete it after the testing is completed

Frontend - React:

- Using React will be easier for the developers since we used it for the previous versions of scholarx
- Using Storybook for component-driven development
 - Easier to develop
 - Efficient
- Jest with React Testing Library for testing

Component Library - Ant Design:

- The new version of ant design has improved components/styles
- Using ant design will be easier for the developers since we used it for the previous versions of scholarx

API documentation - Postman:

- Easier to update and share

~~Backend - Supabase:~~

- ~~• Supports multiple single sign-on logins, making it easier to manage user authentication and authorization.~~
- ~~• Can be self-hosted, which can offer greater control over the deployment, scalability and maintenance of the system.~~
- ~~• Supports Postgres, which we chose as the database management system.~~
- ~~• But it might have a learning curve~~
- ~~• Backend code is not hosted in a repository that developers can easily access. So there can be issues with versioning as well.~~
- ~~• Issues with testing~~
- ~~• Setting up Supabase locally can be challenging for some users.~~
- ~~• Developers may prefer to learn more about backend development in general rather than focusing solely on using Supabase.~~

12. API

ScholarX V2 API Endpoints

<https://documenter.getpostman.com/view/27421496/2s93m1a4ac>

Last week Meeting:

- If someone get accepted as a mentor, he/she can stay as long as they want
 - But admin can terminate mentorship if required
 - If mentor got removed
 - We need to properly inform the mentee
- We allow simultaneous number of mentorships (Application limit)
 - Display those details in mentor/admin dashboard
 - Simultaneous application limit for mentees
- Can a person be mentee and mentor at the same time
 - Not required. But its better to be flexible on this
- mentorship duration:
 - 6 month from the beginning
 - Mentor have the ability to release the mentee
 - Send email to release the mentee when the recommended time is up
 - Provide an option to Extend
 - Mentor can pass or fail the mentee
 - Admins also can do it if required

~~Mentor apply:~~

- ~~1. Check program list~~
- ~~2. Select a program and see details~~
- ~~3. If applications open && want to apply && If not logged in → login~~
- ~~4. If applications open && want to apply && If logged in → create new application and submit~~
- ~~5. If applications are still open && want to edit → Edit and submit~~

~~Mentee apply~~

- ~~1. Check program list~~
- ~~2. Select a program and see details~~
- ~~3. If applications open → See the mentor list and details (find mentors)~~
- ~~4. If the user wants to apply && If not logged in → login~~
- ~~5. If the user wants to apply && If logged in → create new application, select mentors and submit~~
- ~~6. If applications are still open && want to edit → Edit and submit~~

~~Admin create program~~

- ~~1. Login~~
- ~~2. Create a new program (+ add details)~~
- ~~3. Add the co-admins~~
- ~~4. Start or schedule the program~~

~~Admin mentor selection~~

- ~~1. Login~~
- ~~2. Select the program~~
- ~~3. See the list of mentor applications~~
- ~~4. Select a mentor application~~
- ~~5. Review the application~~
- ~~6. If the application is good, accept the application~~
- ~~7. If the application is bad, reject the application~~
- ~~8. If the application should be reviewed again, keep it as it is. And add admin notes~~
- ~~9. Repeat 3,4,5,6,7,8 until all applications are sorted~~

~~Admin mentee filtration~~

- ~~1. Login~~
- ~~2. Select the program~~
- ~~3. See the list of mentee applications~~
- ~~4. Select a mentor application~~
- ~~5. Review the application~~
- ~~6. If the application is bad, reject the application~~
- ~~7. If the application is good,~~
 - ~~a. If there's a suitable mentor with empty slots → assign the mentee to that mentor~~

b.—

8. If the application should be reviewed again, keep it as it is. And add admin notes
Repeat 3,4,5,6,7,8

User flows:

<https://www.figma.com/file/wgYuM0BopK7oCBggNhke7J/Untitled?node-id=111%3A896>

Rough notes:

Brainstorm on Sign in, Sign Up, Accounts, User Roles, Privileges:

- Public Login method (Google? LinkedIn? custom login?)
- Multiple logins
- Previously we had an issue with linkedin (user details)
- Asguardio?
- How are admin accounts created?
- Access levels
- Manually add admins — super admin, admin
- Super admin can add admins
-
- Mentee in multiple programs — ?
- Who assigns admins (to the programs)? (How is the first admin assigned?)
- Who creates accounts for the mentors who don't want to use the platform?
- Add email, temp password, send mail with details
- Developer login method?
- Admin can create dummy accounts/
- Different types of admins? privileges?

Brainstorm on program process:

- ~~Mentees apply for the program by selecting preferred mentor choices? or apply just for a preferred mentor?~~
 - ~~If applying for mentor, do we include mentor specific questions to the application?~~
 - **Apply for program (Becas we need to reassign mentors)**

Long term: Reduce the admin workload

Admins should have the authority

Mentors should also involve in the process

Mentees should be able to find the most suitable mentor

Avoid spam (and incomplete applications)

- Who matches mentees with mentors?
 - Option 1: Admins do the whole matching process (maybe with the help of some kind of automation) [This is what we did in scholarx before 2022]
 - Problems:
 - More work for admin
 - Some mentors want to select the mentees by themselves (to match their interests and expectations)

- Option 2: Admins assigns set of potential mentees for the mentor. So that the mentor can review the mentees and select. Later, admins can fill out the empty slots. [Scholarx 2022]
 - Problems:
 - More work for admin
 - Additional program state for filtering and selecting mentors
- ~~○ Option 3: Mentors select the mentees by themselves. They can see only the mentees who selected themselves as the preferred mentor.~~
 - ~~■ Problems:~~
 - ~~● Some mentors are busy~~
 - ~~● Some mentors will not have enough mentee applications~~
 - ~~● Less admin involvement~~
 - ~~● If we allow mentees to apply for multiple mentors, there can be issues with getting multiple approvals for a single mentee.~~
- Mentee-mentor evaluations
 - ~~○ What do we expect from evaluations?~~
 - ~~○ Frequency (Monthly?)~~
 - ~~○ What kind of submission? (Feedback Form + Blog post?)~~
 - ~~■ For both mentees and mentors (Similar to GSoG)~~
 - ~~● Both submit at same time?~~
 - ~~● Or mentor submit evaluation after mentee's evaluation~~
 - ~~■ Actions based on the evaluations?~~
 - ~~● Do we remove mentees/mentors?~~
 - ~~■ Generic or mentor specific?~~
 - ~~○ Who reviews the submissions?~~
 - ~~■ Admins or mentors? or both?~~

Fix the crucial issues of the existing platform

——— Analyze the feedback and find the issues we can fix within 2 months —Kumuditha

——— Google sign in

———

~~The mentors and mentees who voted 'yes' and 'maybe' to be contacted regarding improvements to the platform should be followed up~~

Tasks for this week:

~~———Improve the document using mentor feedback—Desira~~

~~Contact mentors~~

~~———Create email—Desira~~

~~———Follow up with Ashen—Piumal~~

~~Change meeting time—Piumal~~

~~Identify user flows—Piumal~~

<https://www.figma.com/file/nehm2ff8aR7NkPerg39fK9/ScholarX-V2-%7C-Wireframes?node-id=0%3A1&t=B0Gyt0A1NVVrjJbu-1>

The following are the main pages we need for the initial version:

- Public pages:
 - Home page (Which shows the list of programs and the details)
 - Program page (Which shows the details of a selected program)
 - Mentors page (Which shows the list of mentors)
 - Mentor details page (Which shows the details of a selected mentor)
- Logged in users' pages
 - Mentor Application page + Edit Mentor Application page
 - Mentee Application page + Edit Mentee Application page
 - Settings page (for changing user details)
- Admin Dashboard
 - Mentors page (Which shows the mentors who applied for the program)
 - Mentor details page (Which shows the details of an assigned mentee)
 - Mentees page (Which shows the mentors who applied for the program)
 - Mentee details page (Which shows the details of an assigned mentee)
 - Manage program details page
 - Manage user accounts page (Which is used by the super admin to create new user accounts, assign roles etc)
 - Email notification page (For sending bulk emails etc.)
- Mentor Dashboard
 - Assigned mentees page (Which shows the mentees assigned for the mentor)
 - Mentee details page (Which shows the details of an assigned mentee)
 - The final list of mentees
 - Overview and current status

- Evaluations page
- Mentee
 - Overview and current status
 - Evaluations page

Roles, User types

Progress meeting - 12/24/2022

Prime goal is to match mentees and mentors who are compatible with each other
Algorithm to suggest mentors to mentees based on traits (vice versa)

Timeline form

emails - templates

login

Settings page for users

Sidebar

	Requirement	Type	Priority
	Ability to create a program	Admin	
	Ability to update program details	Admin	
	Ability to assign admins to the program	Admin	
	Ability to change the program state	Admin	
	Ability to see the list of mentors who applied for a selected program	Admin	
	Ability to reject spam/incomplete applications automatically	Admin	
	Ability to filter the list of mentors by their field and other criteria	Admin	
	Ability to view a selected mentor application	Admin	
	Ability to manually approve/reject the mentor application (Change the state of an application/put labels)	Admin	
	Ability to set a reason of rejection/approval	Admin	

	to a selected mentor application		
	Ability to put admin notes on a mentor application	Admin	
	Ability to filter the list of mentors according to the status. (Approved? Pending etc)	Admin	
	Ability to send emails/notifications to a selected group of mentors	Admin	
		Admin	
		Admin	