

## Questions to our Client:

1. Examination of the "as-is" process for Recruiting & Payments
  - a. Recruiting: (For Sage) Could you please provide us with a "step-by-step" description of the following processes that you perform
    - i. Yoga Instructor Research
      1. ii. Information gathering, organization, and storage on a particular Yoga Instructor
      2. iii. First contact with Yoga Instructor (including your sales pitch/ tricks or phrases you prefer to use in order pull in the instructors
      3. iv. Further contacts with the interested Yoga Instructors
      4. v. Mainly, we would like to put ourselves into your shoes and get a complete understanding of your tasks and also your frustrations. Please feel free to highlight certain sections that frustrate you the most and result in huge time losses during a day!
  - b. Payments & Documentation: Could you please describe the steps that you perform once a yoga teacher is recruited. Please see the following bullet points as a guide but feel free to extend the list as our understanding at this stage is very limited:
    - ii. Communicating the offer letter to the instructor
    - iii. Collection of necessary documents from the instructor
    - iv. Signing up the instructor to the pay roll (is this automated or how do you manually take care of each instructor's cut
    - v. Any particular method that you use to standardize document collection
2. Examination of the Analytics side of the business:
  - a. Current methodology or framework of tagging any wake-ups
  - b. Current capabilities in terms of analyzing existing data )
  - c. List of technologies & services you utilize in analyzing existing application data (facebook analytics, google analytics, etc...)
  - d. Information collection on wake-up listeners; what information do you have about a particular application user
  - e. Current number of listens per month, per year
  - f. Current number of existing wake ups
  - g. Most popular wake-ups and their description, including the instructor's name, background, etc...
  - h. Does your app send any push notifications
  - i. Does the app have syncing capability with apple calendar or android calendar