**Meeting agenda**

1. **Status Updates (5 mins) à**

What we have à show what we have in Jane (comparing the Jane schema with current Excel report)

* We have the access to Jane but there is no data (totally blank)
* The final objective is the dashboard for incentive and performance evaluation of each physician/therapist (full-time and part-time)
* Sample of the dashboard that the client wants to have (lots of colors)
* Ask the client if we can create dummy data on Jane?

1. **Key challenges/blockers (10 mins) à Dawn**

* No sample data, no report from Jane, how data input process looks like (PIC will key-in every day or every week and which tab do they use, does Jane have any support function for automatically data input?)
* Data collection from Jane since it doesn’t support API
* Client has no IT team for maintenance
* How to validate accuracy of report, time period to extract data

1. **Proposal Presentation (30 mins)**

This project consists of 3 main tasks: Extract data -> Store the data (local) -> Transform the data into dashboard

**Option 1**: Complex solution

* Requirements:
  + Literally to build a whole automated infrastructure that extract data monthly or weekly or annually
  + The process of extracting reports from stored data must be easy, even when newcomers, new clinics included in the future
* Pros: automate the whole process, higher data security, scalable
* Cons: need 3 different tools for each task à installment, storage (server), maintenance (troubleshoot), operation, longer time to deliver final products (debugging, pilot run) > 1 month, might cost for computing resource/hiring personnel

**Option 2**: Simple solution

* Requirements:
  + Cost-saving (the proposed tools must be open-sourced). Vincent suggested Excel or Django
  + Must be completed as soon as possible since there might be lots of questions from clients during application
* Pros: simpler, faster (2-3 weeks), both extracting and storing data can be done by client, cost-efficient, user-friendly (less training, maintenance)
* Cons: more manual operation

Discussion and feedback on each proposal

1. **Next Steps & Action Items (10-15 mins)**

Assign follow-up actions or tasks

Set deadlines for proposal decisions or next step