Meeting Minutes 17

Date: Saturday 5th January 2019

Meeting time :3h30-4h30 PM

|  |
| --- |
| Attenders: |
|  |  |
|  | Tran Hoang Chuong |
|  | Ngo Vinh Hien |
|  | Luu Dieu Co |
|  | Tran Phuoc Nhan |
|  | Adi |

Contents of the meeting:

* Making a Skype call with Adi to make clear about the business process in the hospital
* Discussing and confirming that there are 4 main process that must have which are:
  + Trainees grant access to supervisors
  + Supervisors access trainee’s profiles
  + Supervisors assign and rate the completed task of trainees in profile
  + Trainees access to their own profiles
* Discussing and confirming that there are 4 main process that are nice to have which are:
  + Learning plan
  + Rating task in more details
* The ideas of the rating process in the future is that trainees will rate themselves and supervisors will rate the trainees, after rating, two results will check together to compare in order to have the discussion clearly between trainees and supervisors.