**Sponsor Minutes**

**Time:** 4:00pm – 6:00pm

**Date:** 12 January 2017

**Location:** AMK-THKH Level 3 Conference Room

**In-Attendance (AMK-THKH):**

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| --- | --- |
| Mr Damien Tong | HR |
| Mr Edy Chandra | MIS |
| Mr Wayne Lee | MIS |

**In-Attendance (SMU):**

|  |  |
| --- | --- |
| Christopher Teo | Project Manager |
| Yu Zheng Yuan | Business Analyst, Front-End Developer |
| Aloysius Lam | Back-End Developer |
| Abdul Shahid Bin Rahmat | Lead Front-End Developer |
| Friedemann Ang | Lead Back-End Developer |
| Jason Wu | Back-End Developer |

**Objective:**

* Obtaining database connection
* Update on what have been done so far
* Any other business

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1  2  3  4  5  6 | **Obtaining database connection**  **To do:** We managed to obtain the connect to the database of AMK-THKH and we got to view the structure of the database. The patient list in particular consists of both ward number and bed number that is tagged to a patient’s name. We would have to merge our database design with their database design.  **Self Registration Page**  **To do:** Wayne and Eddy recommends to stop the user for a short while after 3 failed to find the patient.  Partial match of the patient’s name between 5 to 6 character is okay but again need to confirm with the infection team if they are okay with it.  We need to consider what a possible validation if the other purpose is to visit patient.  **Assisted Registration Page**  Damien suggested to generate a report that is easy to analyze the data. For example, it could be done so by identifying a cluster.  Some other concerns were brought out like what if the visitor forgot to scan out or what if they visitor stayed back.  Also, in terms of performance, would be buggy if it is stressed under heavy workload. We assured that it will be able to hand the heavy.  Concerns of privacy of the patient information was brought and it was addressed as no patient information will be stored on the cloud.  **To do:** We would have to check if the control infection team for any additional requirements.  **Design of the Pass**  **To do:** Consider simplifying the design of the instead of using symbols to represent the days as more training would be required to teach the staff. Could use the actual days like Mon, Tue, Wed etc.  There is a possibility of using QR code instead of barcode.  **Form Management Page**  Could consider changing the name of the Questionnaire to Screening Form.  **Any other business**  We discussed briefly on what are the possible way to analyse the data:   * Such as which ward have the most visitor? * What is the peak hour or visits for each patient? * Which country the visitor is from?   Basically, we have to consider the risk involved to generate the data.  **To do:** We would have to consult Dr. Jocelyn on what stats of data she would need. | Jason  Shahid  Christopher  Christopher  Christopher | TBC  TBC  TBC  TBC | 18/01/17  18/01/17  18/01/17  18/01/17  18/01/17 |

The minutes will be vetted and circulated to the relevant parties within 24 hours of the meeting.

Recorded by.

Yu Zheng Yuan

Business Analyst, Front-End Developer

Grizzly Badgers

Vetted by,

Christopher Teo

Project Manager

Grizzly Badgers