Grizzly Badgers IS480

**Internal Meeting 3**

Date: 24 Oct 2016

Start Time: 1930H

End Time: 2150H

Location: SIS SR 3-4

**In-Attendance**

Abdul Shahid

Aloysius Lam

Christopher Teo

Friedemann Ang

Jason Wu

Yu Zheng Yuan

**Agenda**

1. Update on personal progress of C# learning
2. Update on progress of development tasks
3. Confirmation of VMS solution
4. Visitor sign-in and sign-out process (entry into and exit from hospital)
5. Visitor Checkpoint check-in process
6. Admin Checkpoint activation process
7. UT 1 preparation
8. Allocation of tasks
9. AOB

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| Minutes |
| 1. **Update on personal progress of C# learning**   Members have expressed concern over school workload and unsure if they will be able to cope with the learning of C# at the advanced level.  Christopher and Shahid suggested to adjust learning of C# to on-the-job training. Members will be assigned functions to develop in increasing complexity.  This would mean that functions might take more time to develop. Chris to keep an eye on the schedule based on members’ development progress and update accordingly for subsequent sprints.  More programming tasks are assigned in the first four sprints, prior to this update. |
| 1. **Update on progress of tasks**   Assisted Registration & self-registration.   * Members focusing on Assisted Registration before developing self-registration * 60% of Assisted Registration complete * Fields and writing to database are ready. * Many validations required on the fields   Counter setup   * Members completed entrance and exit counters * Exploring the implementation of check-in counters |
| 1. **Confirmation of VMS solution**   AMKTHKH has replied the team on which solution they wish to adopt. They would like to focus on the basic functionalities of capturing visitors’ entry and exit information. The budget has been approved and hardware can be purchased for the required hardware accordingly.  The team will also be utilizing current MIS available hardware consisting of laptops, scanners, printers and possibly tablets to implement the check-ins at different locations within the hospital.  Chris has checked with Edy if MIS can partition a part of their server for our development.  Shahid to inform Edy of the server requirements. |
| 1. **Visitor sign-in and sign-out process (entry into and exit from hospital)**   Visit and movement table will be separate.  Visitor sign-in and sign-out will be reflected on the visit table.  Entrance checkpoint will be used for sign-in, exit checkpoint will be for sign-out.  Entrance checkpoint to validate   * Registration and visit approval   + Each approved visit will be valid for the day. Visitor can visit multiple times during the day which references the approved visit. * Number of visitors per patient limit |
| 1. **Visitor Checkpoint check-in process**   Updates on visitors’ checkpoint check-ins will be reflected on the movement table.  Each visit row will be linked to a movement row.  Visitor will just need to scan their NRIC barcode on the barcode scanner at the checkpoint. |
| 1. **Admin Checkpoint activation process**   Admin will be able to activate the entry, exit and check-in checkpoints.  He will need to enter his login information in order to activate it.  Any visitor who passes by the checkpoint will just need to scan at the scanner. |
| 1. **UT 1 preparation**   To complete the following modules for UT   * Assisted registration page * Screening page * Checkpoint activation * Checkpoint check-in |
| 1. **Allocation of tasks**   Visitor Online Self Registration, Assisted Registration, Temperature & Screening   * Aloysius * Friedemann * Zheng Yuan   Checkpoint setup, checkpoint scanning   * Shahid * Jason * Christopher   To refer to GIT for functional specs and process flows.  Follow up on updates from AMKTHKH regarding technical support   * Shahid   User Testing 1 preparation  Functional specifications and process flows   * Christopher * Zheng Yuan |
| 1. **AOB**   Chris decided to put on hold the development of “Dynamic Form Management” which is used for screening questions. This function will be moved to sprint 5.  The team will focus on the system’s core functions of registration, screening and check-ins before proceeding.  Friedemann to explore options for cloud hosting while waiting for AMKTHKH to reply on their status for the development server.   * Amazon Web Services * Azure |

Christopher concluded the meeting and members stayed back to continue development.

Minutes Taken By:  
Friedemann Ang

Minutes Vetted By:

Christopher Teo