**Internal Minutes**

**Time:** 9:00am – 10:00am

**Date:** 11 January 2017

**Location:** SIS Level 5

**In-Attendance:**

|  |  |
| --- | --- |
| 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:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1  2  3  4  5  6  7  8 | **Business Process**  **To do:** To make the business process clearer there is a need to indicate a decision (diamond shape / if condition) at the start of the business process to show the difference between self registration and assisted registration.  The business process consist of too much detail but it would be useful if it used for the higher management or for demonstration purposes to illustrate the business process.  **To do:** There is a need to simplify it by creating a System Sequence Diagram (SSD) which will be much more suitable for lower management and much easier to understand.  **Self Registration Page**  **To do:** The title of the page could be changed to something easier to understand like “Visitor Registration”.  **To do:** The error message of the validation could be updated to something more meaningful like “Visitor without a valid NRIC, please register at the front counter”  There were concerns highlighted regarding the uniqueness to search for the patient by only using the name and the bed number. We assured that it is unique enough to perform the search.  As the self registration page is an online website, there are concern on security such as a DDOS or bot attack to obtain sensitive information. We will have to look through this portion.  **To do:** It is suggested that we create a Architecture Diagram to show the system interaction (can show the codes, but keep it to the minimum - each module, database access, etc). It is our supervisor can advise on how we can improve it and it can be in terms of security.  **To do:** Will be confirming with sponsor about using the server space to host the website on the next sponsor meeting on 12/01/17.  **Assisted Registration Page**  Based on previous feedback, we have included validation for temperature when it is too high or low.  **User Management Page**  **To do:** We need to show who are the user that will be using the system. We need to show the table of user similar to the RBAC.  **Contact Tracing Page**  **To do:** Might want to consider creating a few variations of design. By creating a low fid for the sponsor to be discussed with the sponsor and select the best design.  **Form Management Page**  Need to consider that by giving the user more options will increase the complexity of how the data is being collected.  Also, there is a need to consider how the data is being visualise and a good start would be to export the data.  **To do:** Why is it called Questionnaire and not Survey? Consider bringing that up to the Sponsor.  **Terminal Page**  The title of the page is different from the document uploaded in the wiki. Ensure that all title are consistent throughout the website.  **Any other business**  We showed the bug document. There is a need to include the date it was tested. It should be uploaded to a share repo like git.  Need to have a workload metric and could use tools like Trello, Confluence or any project management tools.  Look at your sponsor value, think how does your application value add their business process::   * Find the time needed to complete a task by comparing the old process and new process. We need to measure the time needed to complete task such as registering new visitor, repeating visitor, foreign visitor and contact tracing * We would also need to compare the workload of the nurses. * We could also suggest new functions that was not possible before   **To do:** Need to come up with test plan. Need to confirm who will be carrying out the test and we will need to consolidate the report and present the results. | Zheng Yuan  Zheng Yuan  Shahid  Shahid  Christopher  Zheng Yuan  Christopher  Aloysius  Friedemann  Christopher  Christopher  Christopher | TBC  TBC  TBC  TBC  TBC  TBC  TBC  TBC  TBC  TBC  TBC  TBC | 18/01/17  18/01/17  18/01/17  18/01/17  18/01/17  18/01/17  12/01/17  18/01/17  12/01/17  12/01/17  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