**Supervisor Meeting 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

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| --- | --- | --- | --- | --- |
| S/N | Item | Assignee | Status | Due Date |
| 1 | **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 consists of too much detail. Suitable for algorithm design. To illustrate the business process, a higher level diagram will be less confusing.  **To do:** To simplify it by creating a System Sequence Diagram (SSD) which will be much more suitable for programmers and system analysts to understand. | Zheng Yuan  Zheng Yuan | TBC  TBC | 18/01/17  18/01/17 |
| 2 | **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:** The team is to create an Architecture Diagram to show the system interaction (can show the codes, but keep it to the minimum - each module, database access, etc). Prof Ben will advise on how we can improve the system 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. | Aloysius  Aloysius  Shahid  Zheng Yuan  Christopher | TBC  TBC  TBC  TBC  TBC | 18/01/17  18/01/17  18/01/17  18/01/17  12/01/17 |
| 4 | **User Management Page**  **To do:** To show the table of user similar to the RBAC. | Aloysius | TBC |  |
| 5 | **Contact Tracing Page**  **To do:** 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. | Friedemann | TBC | 12/01/17 |
| 6 | **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 utilised or visualised. A minimum would be to export the data.  **To do:** To suggest to the Sponsor of changing terminology of “screening questionnaire” to “screening form”. | Christopher | TBC | 12/01/17 |
| 7 | **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. | Christopher | TBC | 18/01/17 |
| 8 | **Any other business**  We showed the bug document. There is a need to include the date it was tested. It is being uploaded onto a shared repo like git.  To consider keeping track of workload or utilising a tool for generation of workload metric like Trello, Confluence or any project management tools.  Look at your sponsor value, consider how does the application value add to 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 * Usage of the data collected   **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. | Christopher | TBC | 18/01/17 |

Recorded by.

Yu Zheng Yuan

Business Analyst, Front-End Developer

Grizzly Badgers

Vetted by,

Christopher Teo

Project Manager

Grizzly Badgers