Ang Mo Kio - Thye Hua Kwan Hospital – Grizzly Badgers IS480

Date: 07 Nov 2016

Start Time: 1400H

End Time: 1500H

Venue: SIS MR4-4

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

Mr Edy Chandra (MIS)

**In-Attendance (SMU)**

Friedemann Ang

Aloysius Lam

Christopher Teo

Abdul Shahid Bin Rahmat

Jason Wu

Yu Zheng Yuan

**Agenda**

1. Administration Matters
2. Introduction of Project (such as the scope, learning outcome and X factor)
3. Showcase of Project Plan (such as milestones, schedule and project risk)
4. Showcase Project Progress

|  |
| --- |
| **Minutes of Meeting** |
| * 1. **Administration Matters** * Naming convention of external minutes to be changed to external sponsor meeting. * More internal meeting should be documented and even the informal ones. |
| * 1. **Introduction of Project** * Clarification on who is the Primary Persona and that is the Infection Control Team. * List down the functions of the project on the presentation slides. * Need to find out how contact tracing have been done on VMS and how IHIS is implemented in SGH and TTSH. * Possibility of a bottleneck when the nurse us required to be at the station to take temperature. Many consideration needs to be taken into account such as the how long it takes, what is the expected number of patient (considering both peak/non-peak time). Consider running a simulation to test out the temperature taking process. * Barcode on the visitor pass should not consist of their NRIC. Instead, it has to be encrypted. * The term highly mobile hardware such as dealing with different screen sizes may not be within the scope of the project. * Improve on learning outcome. Think along the lines of what you can do for the project that other courses are unable to offer. |
| 1. **Showcase of Project Plan**  * Live on 6th Feb 17. There is a need to elaborate more on what is pilot go live. * Pilot test can be done internally like a nurse and staff. It will consist of 30 random participants (which can consist of 10 nurses and 2 admin staff) to be the visitors. That will be for duration of 4 days. Also, 4 reports will be generated per day. It should be ready before midterm on 15th Mar 17. * Task metric – sprint 2 should not be shown as completed if the completed task is less than the planned task. It is technically not completed as it is partially done. |
| 1. **Showcase of Project Progress**  * Demostration can be improved. * Validation needs to be implemented like for NRIC. * Ease of use. It should the nationality should be a dropbox instead of being keyed in. * Temperature limit should be adjusted. Also, the temperature should be included in the db if it over or under the normal body tempertaure. * There should not be a need to key in the information again if the user exists in the db. The fields should be automatically prepopulated for the assisted registration. |
|  |

|  |  |  |
| --- | --- | --- |
| Minutes written by: |  | Minutes vetted by: |
| Christopher Teo |  |  |
| Yu Zheng Yuan |  |  |