

INTERNAL MEETING 19

Date	18 February 2015
Time	10:30 – 11:30
Venue	SIS SR 2.1
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	1. Review MidTerm Presentation 2. XXX

AGENDA

No.	Task	Follow up
1	<p>Review MidTerm Presentation</p> <p>Functionality Comparison and X-Factor</p> <ul style="list-style-type: none"> Prof Patrick: You do not have a comparison with different Singapore Hospital's EMR. If you are training system in Singapore environment, then do not compare with US one because it is different <p>To-Be Process</p> <ul style="list-style-type: none"> Prof Alan questioned about dynamic charts. Team realised that the choice of words is wrong, will replace dynamic charts to charts in finals <p>Technical Complexity – PDF Recognition Case Setup</p> <ul style="list-style-type: none"> Prof Alan: There should be a facility to add in new keywords. <p>Demonstration</p> <ul style="list-style-type: none"> Profs: Should have an auto refresh function, do review the architecture diagram as there is no need for so many servers Team is aware and auto refresh is stated in the scope <p>Project Risks</p> <ul style="list-style-type: none"> Prof Alan: Which risks are mitigated? Prof Patrick: Risks should be forward looking, next time show potential risks <p>Change Management</p> <ul style="list-style-type: none"> Prof Patrick: Do you negotiate with your client? 	<p>Grace to do a comparison of the functionalities in EMR in Singapore.</p> <p>Team will review the architecture diagram, discuss with client about it.</p> <p>Shi Qi to add one column to identify if risk has been mitigated</p> <p>Shi Qi to add negotiation phase in the change management</p> <p>Team to change task metrics to effort metrics (by iteration).</p> <p>Gladys to research on automated testing.</p>

	<ul style="list-style-type: none">○ Team: Yes, according to the change management plan.• Prof Patrick: There is no negotiation action in your flow chart. <p>Metrics</p> <ul style="list-style-type: none">• Prof Alan: There should be effort metrics by iteration <p>Testing</p> <ul style="list-style-type: none">• Prof Patrick: Lecturers are not enough for focus group in UT1. Get the demographics of the testers, nationality, age, etc• Prof Alan: Try automated testing since you have so many test cases.	
--	---	--

The meeting was adjourned at 11:30 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Grace

Vetted by,

Shi Qi