

SUPERVISOR MEETING 4

Date	10 Feb 2015
Time	4:00 pm – 5:00pm
Venue	SIS MR 4.6
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	<ol style="list-style-type: none"> 1. Project Updates 2. X Factor 3. Beta 4. User Testing 2 5. Mid Terms 6. Change Management 7. Risk Management

AGENDA

No.	Task	Follow up
1	Project Updates <ul style="list-style-type: none"> • Current iteration 9 • Dropped iOS application and changed it to responsive web application <ul style="list-style-type: none"> ○ Same information but different layout ○ No inputs, as students in observatory are not supposed to • Minor changes: <ul style="list-style-type: none"> ○ Reset case, documents, discontinue medication, doctors order based on activated state • Prof Debin: In midterms need to show what we initially promised (acceptance), and state the reason for the change. Minor changes go through quickly. Do a wireframe for PDF text recognition • Prof Debin: Insert a percentage of scope in responsive. 	A wireframe for the pdf text recognition.
2	X Factor <ul style="list-style-type: none"> • Current x-factor: Beta release and HS director will be showcasing it t external stakeholders • Prof Debin: Add something measurable in x-factor. Is there any measure on the improvement? Is there a measure of how close it is to reality? Find something more tangible. <ul style="list-style-type: none"> ○ Director is claim as major achievement in 	

	<p>terms of it infrastructure in the last 2 years</p> <ul style="list-style-type: none"> ○ Director includes this as one of the top 3 improvement in this year. <ul style="list-style-type: none"> • Prof Debin: Take out beta release as X-factor, every group also has a beta release 	
3	<p>Beta release</p> <ul style="list-style-type: none"> • HS EMR beta release on 3 Feb • Team went to observe one class on 3 Feb • Got the students to try the mobile web responsive during the beta release • Prof Debin: The other class that we didn't went down to observe don't include that is part of the release. • Prof Debin: Positive and negative things appears to be very general, was expecting some more specific comment on the functionality, sounds like we focusing on site issue. • Prof Debin: Give more details for beta release slides such as: <ul style="list-style-type: none"> ○ Give more details on beta release. ○ Talk about what was done there. ○ How was it done ○ What function was tested ○ How did you monitor and observe or gather feedback at the end. 	
4	<p>User Testing 2</p> <ul style="list-style-type: none"> • UT2 has more specific changes in terms of functionality to improve on the beta release. • Went through vitals sign combination of chart • Scan of medication requires clicking on 'administering' before it gets entered to medication history. • Prof Debin: Who are the users for UAT in iteration11? <ul style="list-style-type: none"> ○ Focus mostly on lecturers and admin function ○ Students, we should be able to get as there would be orientation program and student leaders would be back. 	
5	<p>Mid Terms</p> <ul style="list-style-type: none"> • 18 Feb 9am • Client and sponsor won't be able to make it but we have testimony from them. 	
6	<p>Change management</p> <ul style="list-style-type: none"> • Did not reject any change as the team felt it was essentials. 	
7	<p>Risk Management</p>	

	<ul style="list-style-type: none">Recall the changes; therefore we shift the iterations to be able to do the testing with the students.Prof Debin: Do not need to show risks if there are not any.<ul style="list-style-type: none">However, team has risks and hence we are showing it	
	Demo <ul style="list-style-type: none">editcombined chartupload reportProf Debin: What functions are you showing in midterms?We will be doing role-play of lecturer and student. Changing states, etc	

The meeting was adjourned at 5:00 pm. 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