

INTERNAL MEETING 18

Date	10 February 2014
Time	5:30pm to 6:30pm
Venue	SIS GSR 3.1
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	1. Review Mid Term Slides

AGENDA

No.	Task	Follow up
1	Review Mid Term Slides Project Overview <ul style="list-style-type: none"> Have a slide to show functionality comparison of inpatient EMR, only focus on ward nurse functions and not admin nurse functions Demonstration <ul style="list-style-type: none"> A role play to better illustrate the scenario Do a comparison chart on the percentage of functions that are available in the mobile version Demo a whole scenario of admin editing case, lecturer activating then student doing their classes Testing <ul style="list-style-type: none"> Describe the process of each UT and beta release <ul style="list-style-type: none"> Did we brief the students? Did we guide them? Any survey given? More precise results for UT and screenshots of before and after to be added X-Factor <ul style="list-style-type: none"> Do a research to compare the functions that are available in other EMR compared to HS EMR Check with client about the HS director wanting to showcase the application Project Management <ul style="list-style-type: none"> Risk management → Change management → Schedule 	Team members to update their slides and rehearse on 13 February 2015

	<ul style="list-style-type: none">• Change the flow for project management slides, scope to be put before demonstration	
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The meeting was adjourned at 6:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Jocelyn

Vetted by,

Shi Qi