

INTERNAL MEETING 23

Date	31 March 2015
Time	3:30 pm – 5:00pm
Venue	SIS Level 4
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. Finals Slides Outline 2. UT 3 Results and Changes 3. Final Deployment and Project Signoff 4. Administrative – Final Presentation

AGENDA

No.	Task	Follow up
1	Finals Slides <ol style="list-style-type: none"> 1. Project Overview <ol style="list-style-type: none"> a. Background <ol style="list-style-type: none"> i. Client ii. Market Research + Problem Statement iii. As-Is iv. To-Be v. Project Goal + How it value add to the sponsor vi. Hospitals Using EMR vii. Functionality Comparison b. X-Factor 2. Demonstration <ol style="list-style-type: none"> a. Scope b. Architecture c. Demo d. Technical Complexity 3. Project Management <ol style="list-style-type: none"> a. Acceptance, Midterms, Finals Timeline b. Change Management c. Metrics d. Risk Management e. Last milestone – Poster day 4. Testing <ol style="list-style-type: none"> a. Summary of testing rounds & perhaps results (if any) b. How the testing was carried out c. Results 	Everyone to do finish their slides by 5 April 2015

	d. Before and After UT	
2	Go through UT3 Results and Changes <ul style="list-style-type: none"> • Input and Output change to intake and output • Medicine barcode in medication history change to medicine name • Validate that systolic must be more than diastolic • Check that at least 1 of the vital signs is filled in before submitting • Checkboxes in activate scenario page • Breadcrumbs in admin pages 	<p>Wei Yi, Shi Qi, Grace is in charged of all the changes</p> <p>Jocelyn is in charge of UI changes</p>
3	Final Deployment and Project Signoff <ul style="list-style-type: none"> • Final Deployment – 6 April 2015 • Project Signoff – 10 April 2015 • User Manual <ul style="list-style-type: none"> ○ Grace – Student ○ Weiyi – Lecturer ○ Shi Qi – Admin 	<p>Shi Qi to prepare the necessary documents such as UAT document, Project Signoff document</p>
4	Administrative – Final Presentation Meetings <ul style="list-style-type: none"> • 7 Apr, Tuesday <ul style="list-style-type: none"> ○ Supervisor Meeting & Rehearse slides • 8 Apr, Wednesday <ul style="list-style-type: none"> ○ Rehearse ○ Venue: TBC • 14 Apr. Tuesday <ul style="list-style-type: none"> ○ Rehearse ○ Venue: TBC • 15 Apr <ul style="list-style-type: none"> ○ Rehearse ○ Venue: TBC 	<p>Shi Qi to remind the team to book the relevant rooms</p>

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