INTERNAL MEETING 6

Date	27 August 2014
Time	3:30pm to 6:30pm
Venue	SOE GSR2.8
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	1. Discussion of understanding of the case studies provided by Michelle 2. Review Business Requirements Document Draft 1 **3.** Discuss Project Methodology

AGENDA

No.	Task	Follow up
1	**Discussion of understanding of the case studies provided by Michelle** • Automatic transitions in the case could be automated with a decision matrix. E.g: If patient is fed a certain medicine, the patient's state will change from state A to state B • Patients will transit from state to state according to how they manage the patient • The system should auto transit based on the student's actions, and change the patient from state to state by updating the vital signs Questions to clarify during next client meeting: • When is the doctor's order going to appear in the case? Do the doctor's give the order verbally or is it to be shown in the system? • Will there be more states than there are in the cases? • Admin and lecturer should it be the same module?	Shi Qi to continue writing the Business Requirements Documents while engaging Michelle via email.
2	**Review Business Requirements Document Draft 1** • Do a simple paper prototype to illustrate the flow • Should include as-is and to-be diagram of the process of the lesson	Team to create paper prototype Grace to come up with as-is and to-be of workflow.
3	**Discuss Project Methodology** • Methodology: Iterative & Incremental approach • Iteration: 2 weeks (feature-box) • Buffer: At the end of the whole project	Shi Qi to come up with project schedule with the milestones

The meeting was adjourned at 6:30 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Gladys

Vetted by,
Tan Shi Qi