

INTERNAL MEETING 13

Date	23 December 2014
Time	12:30pm – 2:00pm
Venue	SIS GSR 2.6
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	1. Admin matters 2. Questions to ask Michelle

AGENDA

No.	Task	Follow up
1	Admin matters <ul style="list-style-type: none"> • Official meetings <ul style="list-style-type: none"> ○ Common free time <ul style="list-style-type: none"> ▪ Tuesday 3:30pm ▪ Wednesday morning to 2pm ○ Team agreed to set official meetings on Tuesday 3:30pm • Supervisor meeting 	Shi Qi to email Prof Debin Gao to check for his free times for supervisor meeting on week 1
2	Questions to ask Michelle <ul style="list-style-type: none"> • Do we need to store a medication history for the emar? • Systolic and diastolic is it a must to update together? • Screenshot all the charts and show her if it's okay • What case do you want to use for the UT? • What is the screen resolution? • Do you need an upper and lower limit for range? 	Shi Qi to contact client to clarify

The meeting was adjourned at 2:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gladys

Vetted by,

Shi Qi