SUPERVISOR MEETING 2

Date	6 January 2015
Time	1:00 pm – 1:30pm
Venue	SIS MR 4.6
Attendees	Gladys Khong Zhi Xuan Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	Jocelyn Ng
Agenda	1. Progress updates 2. Proposed timeline 3. Technical complexity and project scope 4. Other matters

AGENDA

No.	Task	Follow up
1	**Progress updates** • Development phase of Iteration 6 • Medication tab for barcode scanning • Reports and documents, 30 seconds delay to simulate lab environment • Activation of case and state • Dynamic vital signs charts, once added it will be displayed	Jocelyn to ensure the resolution for charts will not exceed the space provided

2	**Proposed timeline**
	• Due to limitations in NP schedule and availability of students, the team is proposing the following schedule:
	
	<table><tr><td>15 Jan</td><td>Deployment 1 to NP machine, same machine that will be deployed to in the final deployment</td></tr><tr><td>21 Jan</td><td>User Testing</td></tr><tr><td>26 Jan (3 weeks)
	2 Feb (2 weeks)</td><td>Beta release (still in discussion with client) to be used by students</td></tr></table>
	• Beta release (still in discussion with client) on 2 Feb.
	   o Student functions will be fully functional by then
	   o Possible X-factor – partial release
	• Ideal number of students for User Testing is about 20 – 30 students
		Shi Qi to confirm dates with client. Shi Qi to ensure that wiki is updated frequently.

3	**Technical complexity and project scope**
	
	• OCR Case Setup
	  o Cases by NP are in PDF files and it is unstructured
	  o Upload PDF files > OCR convert the PDF to text format and extract information to be inputted into the case, state, etc
	  o Information that cannot be picked out or picked wrongly, admin or lecturer can use the UI to highlight accordingly
		Do a feasibility test before committing to the idea

4	**Other matters** • Update wiki consistently – sequence diagram, meeting minutes, etc • Weekly supervisor meetings	Email Prof Debin timeslots

The meeting was adjourned at 1:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Yi

Vetted by,

Shi Qi