

INTERNAL MEETING 15

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| Date | 12 January 2015 |
| Time | 3:30pm – 5:30pm |
| Venue | SMU Lab MR 2.2 |
| 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. Database changes 2. Discussion of UI 3. Possible New Functions 4. User Testing on 21 January 2015 5. Clarifications with client |

AGENDA

| No. | Task | Follow up |
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| 1 | Database changes <ul style="list-style-type: none"> • New column in vitals, reports to indicate “initial state” for reset value to initial values | Grace to change the database script accordingly Wei Yi to refactor codes according to the new database script |
| 2 | Discussion of UI <ul style="list-style-type: none"> • Case Management (Admin) <ul style="list-style-type: none"> ○ Delete and edit should be deactivated, when the case is activated ○ Delete, edit, activate and reset under 1 column “Action” | Jocelyn to fix the tables |
| 3 | Possible New Functions <u>OCR Case Setup – feasibility</u> <ul style="list-style-type: none"> • Possible library to use Tesseract • Team feels that OCR Case Setup would be feasible • Michelle (Client) is keen on the idea as setting up of the cases is troublesome and requires a lot of steps | Wei Yi to continue researching and update the team about the feasibility of OCR Case Setup |
| 4 | User Testing on 21 January 2015 <ul style="list-style-type: none"> • Purpose: Functional and usability testing • Will be tested on the production machine that will be used ultimately • Functions included in User Testing: <ul style="list-style-type: none"> ○ All functions in the student’s portal <ul style="list-style-type: none"> ▪ Ward Management ▪ Admission Notes | Shi Qi to confirm the timing with Michelle Gladys to prepare test documents |

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| | <ul style="list-style-type: none"> ▪ Investigation ▪ Clinical Charts ▪ Medication ▪ Multidisciplinary Notes ▪ Documents ○ Lecturer's portal <ul style="list-style-type: none"> ▪ View student's submission ▪ Activate Case ▪ Activate State ○ Admin portal <ul style="list-style-type: none"> ▪ Case Management ▪ Create Case | |
| 5 | <p>Clarifications with client</p> <ul style="list-style-type: none"> • Will the lecturer be able to reset the cases or only admin? • Who resets the information? Admin or lecturer? • Is it reset by per semester? If it is by semester, then will have problems if two lecturers use same simulation lab. • Do students all use iTouch? • Need to obtain more the case files which the team has documents | Shi Qi to email Michelle the questions and do a follow up with Michelle |

The meeting was adjourned at 5:30 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