Client Management System – Meeting 04

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| Minutes | September 30, 2017 | 12 PM – 1 PM | Restore café,  Derby Road, Caulfield |

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| Note taker | Joshua Brown |
| Present | **Hello IT:** Joshua Brown, Lingxiao Li  **Live Better Again:** Dishit Devasia |
| Apologies | Allison Tang, Bryan Sim, Francis Nacional |

## Topics

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| Iteration 1 Review |

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| Discussion |
| Dishit is yet to have an in-depth look at the report and iteration.  A quick overview of the current system was given, where Dishit made the following suggestions:   * A patient’s phone number should be a mandatory input * Having auto-population and autocomplete of address information would be a “nice to have” feature * A confirmation page should be added to the end of the patient registration process, prior to saving, to allow the information to be checked by the patient prior to submission * Users should be identified by email addresses, not a username string * Account creation and password resets should be implementing by sending emails to the account holder * ESS and medicare form fields are to be added on the patient registration page, prior to obtaining consent   Dishit is to go through the report and system in greater detail throughout the week. An email is to be sent to remind Dishit of this requirement. |

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| Iteration 2 Planning |

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| Discussion | | |
| Dishit has expressed concerns about the level of communication and ability to provide feedback so far. Given this, and the time that Dishit will be unavailable to meet/discuss the project over the October-November period, he has proposed the following schedule:   * October 7: Functions that were delayed from iteration 1 (ESS, Medicare, PDF, file uploads) are to be prepared for a meeting on October 7, to provide the ability to give timely feedback and to hold the team more accountable for implementing functions * October 14: The following week, it is expected that the CPAP tracking functions will be prepared in time for a meeting on October 14, again for timelier feedback. * October 25: It is expected that the final iteration 2 deliverables will also include appointment scheduling functions, and that the iteration report be delivered, a week after the Monash submission deadline. This allows time for the Monash mentors to review the system and the report, prior to sign off.   The need to return to weekly emails was also agreed upon, and Dishit has reminded that he is happy to address any queries or issues that the team needs addressed.  It was raised by the students that a list of clinic reports & data is needed to implement this function, and is a primary reason why it was delayed until iteration 2. Dishit will prepare this, and an email is to be sent to remind of this. | | |
| Action items | Person responsible | Deadline |
| Prepare list of reports to be implemented in sstem | Dishit | ASAP |
| Prepare ESS form, file upload, PDF export & Medicare form functions for review and feedback |  | October 7 |
| Prepare CPAP tracking functions for review and feedback |  | October 14 |
| Prepare appointment functions for delivery in the final iteration 2 build, with iteration report. |  | October 25 |

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| Implementation Doscission |

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| Discussion | | |
| To address the requirements for the implementation plan, the following points were queried and discussed:   * Dishit expects to be responsible for the client-side implementation, and only requires us to provide the code, database files and installation instructions to assist with the deployment All hosting and AWS-related activities will be handled by Dishit. * There is little if any data to import into the system – the business currently keeps as minimal data as needed. The only spreadsheet file currently available is for CPAP bookings, which is unlikely to need importing. Dishit to investigate and we will discuss this again later if other data requirements arise. * Documents for user training and instruction should be prepared by the students, with Dishit responsible for administering and providing feedback on these materials. * Dishit also requires early delivery of code, to gather an understanding of the system structure and interactions, and design documents to facilitate the handover of support. This documentation has been discussed in the past and should be prepared on an ongoing basis. | | |
| Action items | Person responsible | Deadline |
| Investigate whether any data needs to be imported as part of the implementation process | Dishit | ASAP |

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| Code and Documentation |

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| Discussion |
| Dishit has again expressed his interest in having access to the project code, the database schema and the design documents prepared in a spreadsheet format, as per the examples that have been sent in the past.  The students will discuss this during the week and follow up with Dishit regarding the exact needs and best course of action to take. |

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| Next Meeting | Expected for Saturday 7 October |