Client Management System – Meeting 05

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| Minutes | October 14 20177 | 4 PM – 5 PM | Caulfield library |

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

## Topics

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| Delayed functions review |

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| **Discussion** |
| Dishit has expressed concerns regarding the delayed functionalities and has acknowledged that there are blockers present however expects the team to be able to implement and deploy all functionalities by 18/10/2017. Dishit suggests a better communication of dates as previous dates presented on system overview report have not been met and delaying of functions will potentially cause further issues as Dishit is expected to be on holiday next week.  The team has explained that aside from code blockers, the university is to sign off on iterations prior to presentation to client. The team has recognised the inaccurate dates and will work towards improving the delivery of functionalities. |

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| Iteration 3 planning |

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| **Discussion** | | |
| To address the needs of iteration 3, the following points were discussed   * Technician appointments should be made available in iteration 3 * The end to end process should be completed, patients walk in, sign off forms, generate PDFs, add new folder/files should be readily available for use * Deployment should be done on testing environment (Dishit is to send through details for server) * Notes should be made on what we are installing onto the server | | |
| **Action items** | **Person responsible** | **Deadline** |
| Send through server details | Dishit | ASAP |
| Technician Appointment |  | 8 December |
| End to end process complete |  | 8 December |
| Deployment |  | 21 October |

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| Cpap Booking |

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| **Discussion** | | |
| There is to be another column added to the CPAP booking page which will need to be confirmed by Dishit. As he is yet to send through an example of their current booking system, the extra column name will need to be added in the database as well as on the UI of the CPAP booking page. | | |
| **Action items** | **Person responsible** | **Deadline** |
| Send through example of current booking system | Dishit | ASAP |