

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	3 rd Supervisor Meeting
DATE:	5 th January 2017
TIME:	10am-11am
VENUE:	Prof Steven's Office
ATTENDEES:	Prof Steven, Teh Kaixin (KX), Sean Kwok (SK), Chien Shuyan (SY), Nabilah Banu (NAB), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<p>Meeting information:</p> <p>What is client's expectation of this project - do we know How many new records added per month?</p> <p>Data size is too small Analytics module less impact aka no significant pattern</p> <p>What analytics modules you want to achieve</p> <p>Only comprehensive record in hospital Summary how many male and female Age group Particular hospitals which company use - but meaningless</p>	Prof	INFO
2.	<p>System must facilitate better decision making</p> <p>If split visa and medical team, will u be able to significantly see a difference?</p> <p>Not considered analytics, just a summary of data set Complementary mobile system compatible to current zoho - but is it really useful because they do not have to be moving around</p>	<p>Prof</p> <p>Nab</p>	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>X factor must be more qualitative - help the business improve by ____</p> <p>Add new features/ functions</p> <p>Good to build a new system - even better if it is user friendly</p> <p>Combine everything in 1 analytics module</p> <p>How about coming up with something for ulink customers</p> <p>Try to get full data set from client</p>		
3.	<p>Redesign analytics module</p> <p>Screening ok but nth much more to do</p> <p>Track success of email</p> <p>Xfactor not clear</p>	Prof	Team
4.	<p>Next supervisor meeting will be 2 weeks later (Thurs 1030am).</p> <p>Kaixin to email prof and confirm timing.</p>	Prof Steven	KX

The meeting was adjourned at 11:00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Nicole Goh

Reviewed/Edited by: Teh Kaixin

Date: 5 January 2017