

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	Sponsor Meeting (Requirements gathering)
DATE:	3 October 2016
TIME:	3:30 – 5:00 PM
VENUE:	Ulink Assist (50 Armenian Street, #04-02 Wilmer Place, 179938)
ATTENDEES:	Teh Kaixin (KX), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Ms Linda Siow (L)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda The agenda of the meeting: <ul style="list-style-type: none"> ○ Gather requirements from Ulink Assist 		INFO
2.	Client <ul style="list-style-type: none"> ▪ CRUD ▪ View, create, filter function for page ➢ Search maternity, medical clients ➢ View invoices / tasks for a particular client ➢ Appointment date and time ➢ Allow staffs to filter what kind of information to show when using search 	L	INFO
3.	Report <ul style="list-style-type: none"> • Summaries in a table • Can be customizable • Export into excel, pdf • Clients (medical) or invoices module • Criteria – filter client type, date and generate report • Filter to be on the same page and export 	L	INFO
4.	Services <ul style="list-style-type: none"> • CRUD • Database of services 	L	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<ul style="list-style-type: none"> Add / remove services Include prices of services 		
5.	<p>Invoices</p> <ul style="list-style-type: none"> Include services and prices from Services List Include discounts Convert sin dollar to other currency (based on forex) Either convert to USD or allow staffs to change the currency Export to PDF. Different template for different clients (invoice report shows different currency and currency payments information) Invoice number change based on the month <ul style="list-style-type: none"> eg. 16/172/10 Prefix (year), starting number (1) , suffix(month) Client comes with billing address, staff wants this address to be duplicated into the invoice (auto fill) date, salutation, etc has to be in the page layout allow upload of email template as well mail merge template automatic filling up of fields allow staffs to input notes in document Export as ms word / pdf to print Only accept admin to upload the template do not allow others to edit the margins and formatting but allow basic formatting (font, size, color, point form) email content is fix (for example, reminder somebody to do something) 	L	INFO
6.	<p>Activities</p> <ul style="list-style-type: none"> ➤ To be shown in dashboard (action item / tasks) <ul style="list-style-type: none"> Medical tasks today / tmr / future Eg. Follow up with _____ appointment with doctor today at what time Status of the tasks Accounts tasks Visa tasks All overdue tasks ➤ Good to allow users to drag and drop required information (Medical tasks, Visa tasks) 	L	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
7.	Workflow (automation) <ul style="list-style-type: none"> ➤ Rules ➤ Any changes to appointment has to be updated and eliminate any duplication ➤ Allow staffs to input a due date ➤ If payment or task is overdue, allow the system to do additional stuffs (send reminder email for payment) ➤ Alerts ➤ Task (Activities) 	L	INFO
8.	Users <ul style="list-style-type: none"> ▪ Manager (Super admin) <ul style="list-style-type: none"> ➤ All access ▪ Medical team <ul style="list-style-type: none"> ➤ Cannot edit the layout ➤ Does not matter if they have the access rights to view or do anything ▪ Visa team <ul style="list-style-type: none"> ➤ Access rights same as medical team 	L	INFO
9.	SMS Services (to remind Patient) <ul style="list-style-type: none"> ➤ 3 days before the appointment ➤ global.sinfini.com ➤ http://www.solutionsinfini.com/ 	L	INFO
10.	Good to have: Customize toolbar / preset number of modules <ul style="list-style-type: none"> - Allow staffs to view more information on the clients - As a manager what are the useful data - KPIs for manager <ul style="list-style-type: none"> ➤ Number of clients ➤ Growth (increase by %?) ➤ Top 5 / 10 staffs in medical team ➤ Number of in / out patients ➤ Number of Indonesian / non-indonesian patients this month ➤ Number as compared to this month and last month or this month and last year this month to see growth 	L	INFO
10.	KX to redefine scope of the project and draft proposal for submission		KX

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
11.	Front and Back-end developers to research on <ul style="list-style-type: none"> - Technology, language to use - Required APIs 		NIC, SK
12.	The meeting ended at 5:00 PM. The next sponsor meeting will be with on 10 October at Ulink Assist, 2.00pm.	TEAM	INFO

The meeting was adjourned at 5:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 3 October 2016