

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	10 th Internal Meeting
DATE:	29 th December 2016
TIME:	7:00AM-9:00PM
VENUE:	SMU lab
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Clarifications: Visa patient - still need recommended screenings in profile page? Email template - allow user to rename template name Uploaded file will have default name template1.doc To clarify with client: Upload format Print out email in pdf required? Or just sending to user's email To rename "Send email to me" to "Send email to admin@ulink.com(whoever is logged in)" After Generating analysis result, what should be the next step? To make analysis more in depth KIV - Invoices and Accounting Analysis	NAB	Team
2.	To do by Sunday:	Team	
	Sean:		



NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Account Management Bootstrap + time updated (to fix) + Pass Nicole number of rows updated Protect pages (inform group when done, kx to update wiki with		SK
	deployed link) Database structure Nic:		
	Integration and Deployment by Sunday night View Screenings (ajax)\ Add Screenings (Ajax) Remove remember me Upload template change to "Upload Patient Data" Bootstrap (display number of rows update)		NIC
	SY: Test cases Protect test cases (login and acct management) Regression test cases (Internal testing)		SY
	Email prof to meet next thursday morning Inform client about UT 1 and meeting on 10 January		KX
	FYP Meeting on Tuesdays before 7pm FYP Prof Meeting: Tuesday or Friday Morning	KX	INFO
3.	The meeting ended at 9:00pm. Next meeting date and time TBC.	Team	INFO

The meeting was adjourned at 9:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin Reviewed/Edited by: Nabilah Banu

Date: 29th December 2016