MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	8th Sponsor Meeting
DATE:	31st January 2017
TIME:	4:30PM – 5:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shuyan (SY), Linda Siow
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda: - Gather feedback based on Prototype for index and email functions - Clarifications on client's data - X-Factor	KX	Team
2.	**Prototype for the Index (Points) function.** There will be a filter for Medical/Visa teams and the graphs for each staff will be displayed. Each graph will show the percentage/ number of clients with points 0, 1, 2 and 3 respectively. Client prefers percentage and should include graph for overall results of the team. KX to send screenshots to client	Client	Team KX
3.	**Prototype for Email function** Definitely need 1 template in the library. Possible to add template? Pre save a few templates that can be editable. I just type once and save and it will go to a library. Email, client name and screenings will be the fields required. Best to have formatting (preset font type and font size) Times new romans /12px and edit function will be better (similar to word / email template in gmail or outlook)	Client	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
4.	**Clarifications** **1) According to the excel file for client's data do we assume the doctor under "Other Doctor" is for that particular appointment?** Show both doctor, but do not have to show the other doctor's clinic in customer profile page. **2) Ranking for Doctor report - Do we look at "Doctor" or both "Doctor" and "Other Doctor" field?** Just use the Doctor field to get the ranking 4) **Xfactor: need to compare when system is in used and system is not in used** - To filter out the patients that the company can email to recommend suitable screenings	Client	Team
5.	Meeting ended at 5.30pm.		

The meeting was adjourned at 5:30pm. 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: 31st January 2017