MINUTES OF MEETING

1.   MEETING INFORMATION

SUBJECT:	4th Sponsor Meeting
DATE:	28th October 2016
TIME:	4:00PM – 5:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC), Linda Siow
ABSENT WITH APOLOGIES:	

2.   MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Timeline function Stick to one color scheme Timeline UI is a bit confusing as ages will be overlapped. User propose **filter** function. Timeline function to not email patient directly but to include button that allows user to email themselves as the staff knows who is their client	Client	INFO
2.	Template function Requires a site to upload a template, to merge screening type and patient type. Allows user to key in the email through front end (tick checkbox) In template section, staff upload the template. Client name, screening type, email address, email address for staffs to abstract the information and put in the pop up screen to send email Merge screening type and patient type Upload template, if client list has email, it will be in the	Client	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	template

Choose to send 3 employees address
Something pop up, front end to allow them to key email in the list
Client wants to see the email template

To pull following data:
Client name
Screening type
Email address (in the template itself)
Dr name done offline/ appt date and time, client name
Hi <patient name> <mammorgram>
Dr recommendation done offline | | |
| **3.** | Create new client
  • Prefer to show everything instead of hiding some parts because user may forget to key in.
  • Has to be static - one required fill (client)
  • Allow users to add in new fields.
  • Doctor, specialist, nationality, and referred by and clinic has to be pick list - pull data from database

Linda's account should be dynamic while the rest has to be static

If 1 patient have more than 10 appointment
-- be able to create clients, subsequent cases, which can be summarised in one file, allow user to edit the case and fields
Edit page and create page is the same.
Linda wants appointment to be able to change (base on time etc)
Requires to send LOG every day to the hospital so hospital can allow people to stay.

Towards the end of the appointment, should show the total amount spent on it. | Client | INFO |

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Have to ensure that user can create multiple appointments under same client Currently using clone function, either 1 file that has many sub files for client or many files.		

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: 28th October 2016