

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	9 th Sponsor Meeting
DATE:	13 th February 2017
TIME:	4:30PM – 6:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Chien Shuyan (SY), Linda Siow
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Agenda 1) UT3 2) X-Factor 3) Email module clarifications 4) Improvements that can be made to screenings/email functions 5) Go-Live	KX	Team
2.	UT3 Visa clients should be counted even if there are duplicates If both medical and visa fields are false, we can leave client type blank. UT3 feedback and changes to be made will be updated on Wiki.	Client Team	Team KX
3.	X Factor Changes in selected screenings to send after Go-Live A Group (Recommended screenings): Pap Test (25 Females - 25 years old and above) Colonoscopy - 50 years and above B Group (Non-targeted): Mammogram (25 Females of any age) Colonoscopy – Clients of any age/ gender	Client	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>We are testing clients' responses to emails. Trying to engage clients and these engagements will turn into conversion</p> <p>Email Linda the list of clients to send.</p>		KX/SY
4.	<p>Email module clarifications</p> <ol style="list-style-type: none"> 1) Create user accounts based on the list of users' emails client provided 2) Team needs to get access to the email server that is currently used by client to configure email functions 	<p>Client</p> <p>Team</p>	<p>Team</p> <p>Client</p>
5.	<p>Improvements that can be made to screenings/email functions</p> <ol style="list-style-type: none"> 1) When client reaches a certain age (e.g. 39 → 40 years old) and is eligible for new screening, he will be added into list of patients for that particular screening 2) System should indicate that the client is newly added into that particular screening so that follow up person will know 3) Additional column to indicate if email is sent (e.g. Email Sent? Yes/No) 4) Additional filter for follow up person will be useful on the page showing list of screenings 5) System to allow user to add/ change images in text editor. (Size of image: approx. 800x1200) 	Client	Team
6.	<p>Go-Live</p> <ol style="list-style-type: none"> 1) We will get email function ready by 14 February and brief client on it 2) Client will draft email to be sent out based on selected screenings on 15 February 3) Client to send latest client data with required fields to be updated on database 	Team	<p>Team</p> <p>Client</p>
7.	Meeting ended at 6.30pm. Next meeting with sponsor will be on 15 February.		INFO

The meeting was adjourned at 6:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin/Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 13 February 2017