

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	14 <sup>th</sup> Internal Meeting
<b>DATE:</b>	5 <sup>th</sup> February 2017
<b>TIME:</b>	10:00AM-11:00AM
<b>VENUE:</b>	SIS Study Lounge
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<u>Progress Updates</u>  Gender and Age -Left with overall results  Dashboard <ul style="list-style-type: none"> <li>Integration to be done on 8 Feb</li> <li>3 methods not done (Backend)</li> </ul> Test Cases: Type of visas requested Age Gender need to double check results  <u>Xfactor</u> A Group (Suitable screenings): Pap Test (25F) Fasting Blood Glucose Test (25M) 40yo onwards B Group (Non-targeted): Mammogram (25F) Fasting Blood Glucose Test (25M) KX to email Linda  Plan meeting schedules up till Midterm User Testing on 13 Feb. Go Live Date 15 Feb Supervisor Meeting on 16 Feb 1030am	TEAM  Nab/Nic/SK     SY	INFO                    KX

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>Prep for UT 3 User testing 3 task instructions Start on Midterm wiki and slides prep (KX)</p> <p>Iteration 10 starts <b>7 Feb</b></p> <div data-bbox="250 607 536 981"> <p><b>Iteration 10</b></p> <p><u>Report- Client Details Index</u></p> <ul style="list-style-type: none"> <li>• Display infographic for client details index based on filter</li> </ul> <p><u>Email Notification</u></p> <ul style="list-style-type: none"> <li>• Text Editor</li> <li>• Edit email with preview &amp; data from database</li> <li>• Send email to Ulink staffs based on selected patients</li> </ul> <p><u>Preparation</u></p> <ul style="list-style-type: none"> <li>• UT 3 and Midterm</li> </ul> </div>		
2.	The meeting ended at 11:00am.	TEAM	INFO

The meeting was adjourned at 11:00am. 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: Chien Shu Yan  
Date: 5<sup>th</sup> February 2017