

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	13 th Internal Meeting
DATE:	14 th January 2017
TIME:	08:30AM-10:30AM
VENUE:	SOA GSR
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.	Change ULink Analysis to Reporting system	TEAM	INFO
	*Add functions based on Linda meeting coming tuesday		
	Search function - for specific pages only (client/ screenings)		
	Text editor - select fields to pull from database (prototype)		
	Add send email in Client profile Recommended screenings: a) Per client or b) Per screening		
	All headers - fields that can be auto populated		
	3 different client - 3 emails sent to ulink staff		
	Export function (format: pdf) - Dashboard - Analysis - Client Profile Page		
	Client profile • Change to single page view without tabs to minimise clicks	Nic	



NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	View Screenings (low priority) • To add "Add Button"		Nic
	To-do list 1. Data Management a. Settle date/time of upload b. Success messages to display number of rows updated c. Error messages for wrong excel file uploaded d. Client profile page- display appt date and time + recco screening e. Client sorting - up & down button to pass values to backend to call sort function f. to try upload excel file with columns not in order 2. View screening "Add screening" button a. Link patients to list of patients b. Split Infant (0- 24 months) Adults (2 years and above) c. Demographic change to gender d. Remove "recommended" from heading e. Create similar method to retrieve data for infants only - sean ("displayAllInfant") 3. Add Screening a. Switch infant and adult tab b. Change Infant (0- 24 months) Adults (2 years and above) c. Demographic change to gender		Nic/Sean
	Test cases for Bootstrap • Different header should display error message Xfactor • 15 Calls/Emails replied to recommended screenings email		KX
2.	The meeting ended at 10:30am.	TEAM	INFO



The meeting was adjourned at 10:30am. 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: 14th January 2017