MINUTES OF MEETING

1.   MEETING INFORMATION

SUBJECT:	3rd Internal Meeting
DATE:	14 October 2016
TIME:	7:30 – 9:30 PM
VENUE:	SMU LABS
ATTENDEES:	Teh Kaixin (KX), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY)
ABSENT WITH APOLOGIES:	

2.   MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	**Agenda** The agenda of the meeting: • Readjust project scope • Detailed discussion on Core functions		INFO
2.	CORE FUNCTIONS 1) Top-K results - Patient Records - Age/ Referral/ Doctors being referred to/ Conditions/ Gender - From Top 1-10 - Filter results based on drop down list	KX/NAB	INFO
3.	2) KPI analysis - Appointment records or Cases (inpatient/ outpatient and Indonesian/Non-indon)* Compare based on months	KX/NAB	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Medical team (inpatient/outpatient) Visa team (Indon/non-Indon) *the information that the team needs to manually write down on the whiteboard		
4.	Timeline • Send out emails regularly to clients (patients) • Based on age as well as the research (Nab) • E.g 50 years old more likely to have (illness), go for this recommended screening • SK's assumption – to send email at a certain age • Nab's explanation - 30 years old - people who are within that age has to go for the screening UI for timeline -User must be able to input age and condition -Nic explained how timeline will look like -Problem: timeline must be flexible because new illnesses will be added	KX/NAB NIC	INFO
5.	Required information for timeline Age range, page to generate and list out who falls in this age range and who should go for screening, so there are 2 main categories: Clients and Illness. • How to split ages depends on Nab's research Possible problem: if we don't filter the email reminder, and screening is required every 2 years, patient who falls under category will keep receiving the same email Nic: Link patient to patient record and check when was the last	TEAM NAB NIC	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	screening If patient has already done the screening, remove the patient from the email list Nab: Currently has 11 conditions which requires emailer Sean: Back end to do filtering and front end will display common illness, recommended screening, patients that fall under age category. Front-end will need to pass the dates for filtering. E.g if user has gone for screening	NAB SK	
6.	To do by next meeting: • Developers to start coding **core functions** • SY to start developing test plan and test cases • KX and Nab to continue working on diagrams • KX to update wiki with updated scope		ALL
7.	The meeting ended at 9:30PM. The next meeting will be on Monday 17 October 2016 from 3-7pm.	TEAM	INFO

The meeting was adjourned at 9:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Nicole Goh
Reviewed/Edited by: Teh Kaixin
Date: 14 October 2016