



## MINUTES OF MEETING

## 1. MEETING INFORMATION

<b>SUBJECT:</b>	17 <sup>th</sup> Internal Meeting
<b>DATE:</b>	7 <sup>th</sup> March 2017
<b>TIME:</b>	2:00pm – 4:00pm
<b>VENUE:</b>	SIS GSR 2-6
<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.	<p>Information: Integration after bug fixes</p> <p>Fill up project details and finalise poster for supervisor review</p> <p>SY to do testing after integration</p> <p>Nab and Nic to work on export function</p> <p>Things to clarify with sponsor on Thursday:</p> <ul style="list-style-type: none"> <li>• Can we use Ulink's domain name?</li> <li>• Access to Zoho database</li> <li>• Usonyx hosting web application to replace AWS</li> </ul> <p><u>Midterm feedback</u></p> <p>Should include the doctor and clinic details be included in screenings recommendation email?</p> <p>Should we allow CRUD doctors and respective clinics based on screenings?</p> <p>XFactor – to continue sending out screenings to the rest of the clients</p>	TEAM	<p>INFO</p> <p>KX</p> <p>SY</p> <p>Nab/Nic</p>



NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
2.	The meeting ended at 4:00pm.	TEAM	INFO

The meeting was adjourned at 4:00pm. 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: 7<sup>th</sup> March 2017