

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	6 th Sponsor Meeting
DATE:	10 th January 2017
TIME:	3:30PM – 5:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC), Linda Siow
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<u>Agenda</u> - UT2 - Clarifications on functions/ prototype		INFO
2.	<u>Task 1:</u> User typed in the full email Take note of next time ask doctor to log in to the account	Client/ Team	INFO
3.	<u>Task 2:</u> Regularity: text or number. Does the system know how to read this? Search function not up yet - anything that has mammogram will appear, classify into tabs. Or search within the page. Good to have sorting function Header to indicate: Infant (0- 24 months) Adults (2 years and above) Questions: What if Infant - 32 months old ? Sorting Starting age: no indication of age and month, 12 months and 12 years will be group together. Age portion: Number, dropdown year / month Merge: Search demographic first, need to sort and can select infant or adult	Client	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>Infant and adult separate view for list of screenings. Either demographic or gender. (merge: demographic, else gender) Remove 'Recommended' for infant</p>		
4.	<p><u>Task 4:</u> Number of rows uploaded not reflected. Linda nearly upload the same file again.</p> <p>Question: What if her excel file header change in future? Might be more columns, fields may have different names. They might want to add in more analysis.</p>	Client	INFO
5.	<p><u>Others:</u> Dashboard: How to know in-patient, outpatient, visa/medical? Can client select the filter by date? We said month but she no reply yet. Homepage: Remove clients as it does not bring much value</p> <p>Display analysis in a table or specific value (label) for the graph Medical and visa graph: Split up the two (medical and visa) Top 3 doctors engaged: include the clinic name</p> <p>(Ranking) Top 5 referral sources:</p> <ul style="list-style-type: none"> Referred by list Number of referred cases per source <p>Doctor:</p> <ul style="list-style-type: none"> # change to ranking number of engagements doctor number of appointments specialty clinic <p>Analysis Ranking -Specialty:</p> <ul style="list-style-type: none"> Specialty Number of engagements Doctor Number of engagements that belong to this doctor <p>Date filter: Can select dates in calendar view</p>	Client/Team	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p><u>Analysis on Dashboard</u> In column form: First section: this month Second section: past month - Jan-Feb</p> <p>Overview (dashboard): Display latest 2 months of data in database.</p> <p>Demographics - table form Download / export: download the ranking and analysis in analysis tab since she already has the data and she uploaded it.</p>		
6.	<p>Email function:</p> <p>Select 3 patients, send 3 separate emails to user account (one to John, one to Mary, one to xxx) Screenings change accordingly, signature by outlook Template: Editor instead of upload a template, can customise the fields in the editor. Dynamic Fields:</p> <ul style="list-style-type: none"> Email Name Screens Excel fields <p>Flow: View screenings, list of patients, check patients then select send email, select the email template then the emails will be sent out. E.g. 10 patients selected in patient list, then send 10 emails. Purpose of email function: send uploaded patients the list of screenings they are able to sign up based on their age.</p> <p>Take note: No need template for LOG as it is done in Zoho.</p>		
7.	<p>Visa patient - still need recommended screenings in profile page? Yes Medical: 2 tabs (medical appointment, screenings) – Ok.</p> <ul style="list-style-type: none"> Add doctor AND clinic name as well. <p>Dashboard: Top 3 Doctors or Top 3 Specialty will be better? – Top 3 Doctors</p> <p>Appointment - based on Doctor's specialty, unlink only</p>	Client/ Team	INFO

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	recommend doctor to patients based on experiences they faced / through any sights / symptoms they experience.		
8.	Client to send excel file with all fields in Zoho.	Team	Client
9.	Meeting ended at 5.30pm. Next sponsor meeting will be on 17 January 2017 at 3.30pm.		

The meeting was adjourned at 3.30pm. 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: 10th January 2017