

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	7 th Sponsor Meeting
DATE:	17 th January 2017
TIME:	3:45PM – 4:30PM
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.	<p>Agenda: Gather requirements for new function suggested by Client</p> <p>Input sheet in Zoho: retrieve customers' information - phone, email, address New: index for each customer. (Front End): new tab to show all index for clients / doctors</p> <p>Ulink aims to get more of these contacts. Doctor A keys in new patient case manage to get patient phone, there will be one point allocated to the patient 1 point each for email, phone and address. Max 3 points</p> <p>There will be a point system Ulink Reporting System will display Mean, Standard Deviation spread</p> <p>Backend: Upload patient data, system scans through fields allocate point Front end: we can see what is the mean of all patients and the spread of it</p> <p>Reason, Director want to know the numbers so that he can go to the team and ask about the disparity.</p> <p>In 2017, client's market strategy is depending on getting client</p>	Client	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	<p>details. This does not only apply to Singapore, but many other countries like Myanmar and Indonesia. By having more information, client can send gifts, season greeting, birthday greetings to make the relationship more personal.</p> <p>As long as the field (<i>phone</i>, email, <i>address</i>) is not empty give one point *Only require the above 3 fields, it is fine if the rest of the fields are empty</p> <p>Can filter based on PIC (SD, Mean) Result from the table should be based on the filter</p> <p>Staff A 100 patient Staff B 50 patients</p> <p>A: B Mean 2.6: Mean 1.5 Depends on who has the most patients <ul style="list-style-type: none"> • Zin may have more patients </p> <p>A: B 3 customers (3 point): 3 customers (1 point each) B is better</p>		
2.	<p>Clarifications: CLient List- Dropdown for Company, Individual, Employee</p> <p>Is company required to be displayed in client list? Yes</p> <p>Search Filter - client list</p> <p>Client name searchbox: Contains 'za' Start of each word 'Zara' / "Zhe Se Zara" / "Zer Za Zer" Don't filter those who has 'ZA' in between e.g. "ezan"</p> <p>Need to check bandwidth of our database</p> <p>Profile show index, Additional tab for PIC, Appointment Date and time</p>	Client	Team

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Standard Deviation, Mean. Axis of displayed graph.		
3.	KX to do up prototype of new function for client to review		KX
4.	Meeting ended at 4.30pm.		

The meeting was adjourned at 4.30pm. 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: 17th January 2017