Minutes of Meeting

# Meeting Information

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| SUBJECT: | 10th Internal Meeting |
| Date: | 29th December 2016 |
| Time: | 7:00AM-9:00PM |
| Venue: | SMU lab |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Clarifications:  Visa patient - still need recommended screenings in profile page?  Email template - allow user to rename template name  Uploaded file will have default name template1.doc  To clarify with client:  Upload format  Print out email in pdf required? Or just sending to user’s email  To rename “Send email to me” to “Send email to [admin@ulink.com](mailto:admin@ulink.com)(whoever is logged in)”  After Generating analysis result, what should be the next step? To make analysis more in depth  KIV - Invoices and Accounting Analysis | NAB | Team |
| **2.** | To do by Sunday:  Sean:  Account Management  Bootstrap + time updated (to fix) + Pass Nicole number of rows updated  Protect pages (inform group when done, kx to update wiki with deployed link)  Database structure  Nic:  Integration and Deployment by Sunday night  View Screenings (ajax)\  Add Screenings (Ajax)  Remove remember me  Upload template change to “Upload Patient Data”  Bootstrap (display number of rows update)  SY:  Test cases  Protect test cases (login and acct management)  Regression test cases (Internal testing)  Email prof to meet next thursday morning  Inform client about UT 1 and meeting on 10 January  FYP Meeting on Tuesdays before 7pm  FYP Prof Meeting: Tuesday or Friday Morning | Team  KX | SK  NIC  SY  KX  INFO |
| **3.** | The meeting ended at 9:00pm. Next meeting date and time TBC. | Team | INFO |

The meeting was adjourned at 9:00pm. 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: 29th December 2016