Minutes of Meeting

# Meeting Information

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| SUBJECT: | 13th Internal Meeting |
| Date: | 14th January 2017 |
| Time: | 08:30AM-10:30AM |
| Venue: | SOA GSR |
| 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.** | Change ULink Analysis to Reporting system  \*Add functions based on Linda meeting coming tuesday  Search function - for specific pages only (client/ screenings)  Text editor - select fields to pull from database (prototype)  Add send email in Client profile  Recommended screenings: a) Per client or  b) Per screening  All headers - fields that can be auto populated  3 different client - 3 emails sent to ulink staff  Export function (format: pdf)  - Dashboard  - Analysis  - Client Profile Page  Client profile   * Change to single page view without tabs to minimise clicks   View Screenings (low priority)   * To add “Add Button”   To-do list   1. Data Management    1. Settle date/time of upload    2. Success messages to display number of rows updated    3. Error messages for wrong excel file uploaded    4. Client profile page- display appt date and time + recco screening    5. Client sorting - up & down button to pass values to backend to call sort function    6. to try upload excel file with columns not in order 2. View screening    1. “Add screening” button    2. Link patients to list of patients    3. Split Infant (0- 24 months) Adults (2 years and above)    4. Demographic change to gender    5. Remove “recommended” from heading    6. Create similar method to retrieve data for infants only - sean (“displayAllInfant”) 3. Add Screening    1. Switch infant and adult tab    2. Change Infant (0- 24 months) Adults (2 years and above)    3. Demographic change to gender   Test cases for Bootstrap   * Different header should display error message   Xfactor   * 15 Calls/Emails replied to recommended screenings email | TEAM  Nic | INFO  Nic  Nic/Sean  KX |
| **2.** | The meeting ended at 10:30am. | TEAM | INFO |

The meeting was adjourned at 10:30am. 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: 14th January 2017