Minutes of Meeting

# Meeting Information

|  |  |
| --- | --- |
| SUBJECT: | 8th Internal Meeting |
| Date: | 3rd December 2016 |
| Time: | 4:00PM-7:00PM |
| Venue: | SMU lab |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: | Chien Shu Yan |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Bootstrap   * To indicate last updated date time to avoid confusion   KPI analysis   * Meeting after performance review, allow user to indicate reasons why performance is not as good as before   Xfactor   1. How many email sent out, 10 emails sent to users 2. Number of interactions (patient profile views, view analysis)   Patient’s Profile:  Data to be displayed  Static: Name, Age, Gender, Date of Birth, nationality  Dynamic: Recommended Screenings (probability of age, gender, nationality contracting certain illness)  Appt and admission records  2 tabs: Screening/ Appointments  Check with Linda: Visa / Medical Patients? How do we differentiate them? If client owner is medical, are they medical clients and same for VISA? Can we ignore, if visa tick yes, if medical tick no? Manager account is considered as medical or visa?  Dashboard   * Visa and Medical for the past 6 months (Line chart) * Bar chart: Visa common type of visa requested, * Which client visited for the latest month? * Top 3 Doctors (Max 5 will be displayed) * To maintain relationship   Next Step (Actions to be taken) | Team | INFO  KX |
| **2.** | Excel data: Any missing data required for analysis? (email)  Research (Nab):   * Probability of different age, nationality, country to contract illnesses * API for Screening or diseases that is happening, if have, add screening function will be auto removed (healthcare API)   Screening + Timeline:  Too many steps to get to list of patients, to combine all in one page according to axure prototype  Sean and Nicole to finish functions by 10 December:  - Account Management  - Bootstrap function  - CRUD Screenings | Team | INFO  NAB  SK/NIC |
| **3.** | The meeting ended at 7:00pm. Next internal meeting will be on 18 December at 9:30am. | KX | INFO |

The meeting was adjourned at 7:00pm. 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: Nicole Goh

Date: 3rd December 2016