Minutes of Meeting

# Meeting Information

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| SUBJECT: | Sponsor Meeting (Requirements gathering) |
| Date: | 3 October 2016 |
| Time: | 3:30 – 5:00 PM |
| Venue: | Ulink Assist (50 Armenian Street, #04-02 Wilmer Place, 179938) |
| Attendees: | Teh Kaixin (KX), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Ms Linda Siow (L) |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | **Agenda**  The agenda of the meeting:   * Gather requirements from Ulink Assist |  | INFO |
| **2.** | Client   * CRUD * View, create, filter function for page * Search maternity, medical clients * View invoices / tasks for a particular client * Appointment date and time * Allow staffs to filter what kind of information to show when using search | L | INFO |
| **3.** | Report   * Summaries in a table * Can be customizable * Export into excel, pdf * Clients (medical) or invoices module * Criteria – filter client type, date and generate report * Filter to be on the same page and export | L | INFO |
| **4.** | Services   * CRUD * Database of services * Add / remove services * Include prices of services | L | INFO |
| **5.** | Invoices   * Include services and prices from Services List * Include discounts * Convert sin dollar to other currency (based on forex) * Either convert to USD or allow staffs to change the currency * Export to PDF. * Different template for different clients (invoice report shows different currency and currency payments information) * Invoice number change based on the month * eg. 16/172/10 * Prefix (year), starting number (1) , suffix(month) * Client comes with billing address, staff wants this address to be duplicated into the invoice (auto fill) * date, salutation, etc has to be in the page layout * allow upload of email template as well * mail merge template * automatic filling up of fields * allow staffs to input notes in document * Export as ms word / pdf to print * Only accept admin to upload the template * do not allow others to edit the margins and formatting but allow basic formatting (font, size, color, point form) * email content is fix (for example, reminder somebody to do something) | L | INFO |
| **6.** | Activities   * To be shown in dashboard (action item / tasks) * Medical tasks today / tmr / future * Eg. Follow up with \_\_\_\_\_\_ appointment with doctor today at what time * Status of the tasks * Accounts tasks * Visa tasks * All overdue tasks * Good to allow users to drag and drop required information (Medical tasks, Visa tasks) | L | INFO |
| **7.** | Workflow (automation)   * Rules * Any changes to appointment has to be updated and eliminate any duplication * Allow staffs to input a due date * If payment or task is overdue, allow the system to do additional stuffs (send reminder email for payment) * Alerts * Task (Activities) | L | INFO |
| **8.** | Users   * Manager (Super admin) * All access * Medical team * Cannot edit the layout * Does not matter if they have the access rights to view or do anything * Visa team * Access rights same as medical team | L | INFO |
| **9.** | SMS Services (to remind Patient)   * 3 days before the appointment * global.sinfini.com * <http://www.solutionsinfini.com/> | L | INFO |
| **10.** | Good to have:  Customize toolbar / preset number of modules   * Allow staffs to view more information on the clients * As a manager what are the useful data * KPIs for manager * Number of clients * Growth (increase by %?) * Top 5 / 10 staffs in medical team * Number of in / out patients * Number of Indonesian / non-indonesian patients this month * Number as compared to this month and last month or this month and last year this month to see growth | L | INFO |
| **10.** | KX to redefine scope of the project and draft proposal for submission |  | KX |
| **11.** | Front and Back-end developers to research on   * Technology, language to use * Required APIs |  | NIC, SK |
| **12.** | The meeting ended at 5:00 PM. The next sponsor meeting will be with on 10 October at Ulink Assist, 2.00pm. | TEAM | INFO |

The meeting was adjourned at 5:00pm. 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: 3 October 2016