Minutes of Meeting

# Meeting Information

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| SUBJECT: | 8th Sponsor Meeting |
| Date: | 31st January 2017 |
| Time: | 4:30PM – 5:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shuyan (SY), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Agenda:   * Gather feedback based on Prototype for index and email functions * Clarifications on client’s data * X-Factor | KX | Team |
| **2.** | **Prototype for the Index (Points) function.**  There will be a filter for Medical/Visa teams and the graphs for each staff will be displayed.  Each graph will show the percentage/ number of clients with points 0, 1, 2 and 3 respectively.  Client prefers percentage and should include graph for overall results of the team.  KX to send screenshots to client | Client | Team  KX |
| **3.** | **Prototype for Email function**  Definitely need 1 template in the library. Possible to add template? Pre save a few templates that can be editable. I just type once and save and it will go to a library.  Email, client name and screenings will be the fields required.    Best to have formatting (preset font type and font size) Times new romans /12px and edit function will be better (similar to word / email template in gmail or outlook) | Client | Team |
| **4.** | **Clarifications**  **1)  According to the excel file for client’s data do we assume the doctor under "Other Doctor" is for that particular appointment?**  Show both doctor, but do not have to show the other doctor’s clinic in customer profile page.  **2) Ranking for Doctor report - Do we look at "Doctor"  or both "Doctor" and "Other Doctor" field?**  Just use the Doctor field to get the ranking  4) **Xfactor: need to compare when system is in used and system is not in used**  - To filter out the patients that the company can email to recommend suitable screenings | Client | Team |
| **5.** | Meeting ended at 5.30pm. |  |  |

The meeting was adjourned at 5:30pm. 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: 31st January 2017