Minutes of Meeting

# Meeting Information

|  |  |
| --- | --- |
| SUBJECT: | 9th Sponsor Meeting |
| Date: | 13th February 2017 |
| Time: | 4:30PM – 6:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Chien Shuyan (SY), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | **Agenda**   1. UT3 2. X-Factor 3. Email module clarifications 4. Improvements that can be made to screenings/email functions 5. Go-Live | KX | Team |
| **2.** | **UT3**  Visa clients should be counted even if there are duplicates  If both medical and visa fields are false, we can leave client type blank.  UT3 feedback and changes to be made will be updated on Wiki. | Client  Team | Team  KX |
| **3.** | **X Factor**  Changes in selected screenings to send after Go-Live  A Group (Recommended screenings):  Pap Test (25 Females - 25 years old and above)  Colonoscopy - 50 years and above  B Group (Non-targeted):  Mammogram (25 Females of any age)  Colonoscopy – Clients of any age/ gender  We are testing clients’ responses to emails.  Trying to engage clients and these engagements will turn into conversion  Email Linda the list of clients to send. | Client | Team  KX/SY |
| **4.** | **Email module clarifications**   1. Create user accounts based on the list of users’ emails client provided 2. Team needs to get access to the email server that is currently used by client to configure email functions | Client  Team | Team  Client |
| **5.** | **Improvements that can be made to screenings/email functions**   1. When client reaches a certain age (e.g. 39 🡪 40 years old) and is eligible for new screening, he will be added into list of patients for that particular screening 2. System should indicate that the client is newly added into that particular screening so that follow up person will know 3. Additional column to indicate if email is sent (e.g. Email Sent? Yes/No) 4. Additional filter for follow up person will be useful on the page showing list of screenings 5. System to allow user to add/ change images in text editor. (Size of image: approx. 800x1200) | Client | Team |
| **6.** | **Go-Live**   1. We will get email function ready by 14 February and brief client on it 2. Client will draft email to be sent out based on selected screenings on 15 February 3. Client to send latest client data with required fields to be updated on database | Team | Team  Client |
| **7.** | Meeting ended at 6.30pm. Next meeting with sponsor will be on 15 February. |  | INFO |

The meeting was adjourned at 6:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin/Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 13 February 2017