Minutes of Meeting

# Meeting Information

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| SUBJECT: | 6th Sponsor Meeting |
| Date: | 10th January 2017 |
| Time: | 3:30PM – 5:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Agenda   * UT2 * Clarifications on functions/ prototype |  | INFO |
| **2.** | Task 1:  User typed in the full email  Take note of next time ask doctor to log in to the account | Client/ Team | INFO |
| **3.** | Task 2:  Regularity: text or number. Does the system know how to read this?  Search function not up yet - anything that has mammogram will appear, classify into tabs. Or search within the page. Good to have sorting function  Header to indicate:  Infant (0- 24 months)  Adults (2 years and above)  Questions: What if Infant - 32 months old ?  Sorting Starting age: no indication of age and month, 12 months and 12 years will be group together.  Age portion: Number, dropdown year / month  Merge: Search demographic first, need to sort and can select infant or adult  Infant and adult separate view for list of screenings.  Either demographic or gender. (merge: demographic, else gender)  Remove ‘Recommended’ for infant | Client | INFO |
| **4.** | Task 4:  Number of rows uploaded not reflected. Linda nearly upload the same file again.  Question: What if her excel file header change in future? Might be more columns, fields may have different names.  They might want to add in more analysis. | Client | INFO |
| **5.** | Others:  Dashboard:  How to know in-patient, outpatient, visa/medical?  Can client select the filter by date? We said month but she no reply yet.  Homepage: Remove clients as it does not bring much value  Display analysis in a table or specific value (label) for the graph  Medical and visa graph: Split up the two (medical and visa)  Top 3 doctors engaged: include the clinic name    (Ranking) Top 5 referral sources:   * Referred by list * Number of referred cases per source   Doctor:   * # change to ranking * number of engagements * doctor * number of appointments * specialty * clinic     Analysis Ranking -Specialty:   * Specialty * Number of engagements * Doctor * Number of engagements that belong to this doctor   Date filter: Can select dates in calendar view  Analysis on Dashboard  In column form:  First section: this month  Second section: past month -  Jan-Feb  Overview (dashboard):  Display latest 2 months of data in database.  Demographics - table form  Download / export: download the ranking and analysis in analysis tab since she already has the data and she uploaded it. | Client/Team | INFO |
| **6.** | Email function:  Select 3 patients, send 3 separate emails to user account (one to john, one to Mary, one to xxx)  Screenings change accordingly, signature byoutlook  Template: Editor instead of upload a template, can customise the fields in the editor.  Dynamic Fields:   * Email * Name * Screens * Excel fields   Flow: View screenings, list of patients, check patients then select send email, select the email template then the emails will be sent out.  E.g. 10 patients selected in patient list, then send 10 emails.  Purpose of email function: send uploaded patients the list of screenings they are able to sign up base on their age.  Take note: No need template for LOG as it is done in Zoho. |  |  |
| **7.** | Visa patient - still need recommended screenings in profile page? Yes  Medical: 2 tabs (medical appointment, screenings) – Ok.   * Add doctor AND clinic name as well.   Dashboard: Top 3 Doctors or Top 3 Specialty will be better? – Top 3 Doctors  Appointment - based on Doctor’s specialty, ulink only recommend doctor to patients based on experiences they faced / through any sights / symptoms they experience. | Client/ Team | INFO |
| **8.** | Client to send excel file with all fields in Zoho. | Team | Client |
| **9.** | Meeting ended at 5.30pm. Next sponsor meeting will be on 17 January 2017 at 3.30pm. |  |  |

The meeting was adjourned at 3.30pm. 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: 10th January 2017