Minutes of Meeting

# Meeting Information

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| SUBJECT: | 4th Supervisor Meeting |
| Date: | 5th January 2017 |
| Time: | 10am-11am |
| Venue: | Prof Steven’s Office |
| Attendees: | Prof Steven, Teh Kaixin (KX), Sean Kwok (SK), Chien Shuyan (SY), Nabilah Banu (NAB), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Meeting information:  What is client’s expectation of this project - do we know  How many new records added per month?  Data size is too small  Analytics module less impact aka no significant pattern  What analytics modules you want to achieve  Only comprehensive record in hospital  Summary how many male and female  Age group  Particular hospitals which company use - but meaningless | Prof | INFO |
| **2.** | System must facilitate better decision making  If split visa and medical team, will u be able to significantly see a difference?  Not considered analytics, just a summary of data set  Complementary mobile system compatible to current zoho -  but is it really useful because they do not have to be moving around  X factor must be more qualitative - help the business improve by \_\_\_\_,    Add new features/ functions  Good to build a new system - even better if it is user friendly  Combine everything in 1 analytics module  How about coming up with something for ulink customers  Try to get full data set from client | Prof  Nab | Team |
| **3.** | Redesign analytics module  Screening ok but nth much more to do  Track success of email  Xfactor not clear | Prof | Team |
| **4.** | Next supervisor meeting will be 2 weeks later (Thurs 1030am). Kaixin to email prof and confirm timing. | Prof Steven | KX |

The meeting was adjourned at 11:00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Nicole Goh

Reviewed/Edited by: Teh Kaixin

Date: 5 January 2017