

1st Customer Meeting minutes (21/03/2021)

Meeting Format: Group meeting

Date of meeting: 21st March, 2021

Time: 1330-17:00

Venue: HKU SPACE Kowloon Bay Center

Secretary: Winters Yau

Attendance:

Customer – Ms. Li, Elderly home representative

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

Agenda items:

1. Discuss the needs of the elderly homes.
2. Discuss the functions of the products to meet the needs to solve the problems.
3. Explanation of the product design and the functions of the products.
4. Next meetings to discuss the progress.

Action items:

1. Ms. Li mentioned that they have certain needs in the OAH when they develop their OAH towards smart OAH with high technology support, they included:
 - An integrated computer control system to manage the operations and the daily care activities.
 - The creation of the different users accounts for the staff of the OAH, in order to manipulate different caring activities for elderly people.
 - Create and allow to amend and entering the records for different daily care activities, like vital signs recording, bathing, administration of medicines, physiotherapy arrangement, etc.
 - Provide security system to monitor the entering and leaving the elderly homes.
 - The database support for recording the medical records for elderly people.
2. In order to meet the needs mentioned by Ms. Li, we suggested to develop an integrated health care system which included a secure system for the elderly homes, and, health care system for daily care activities management.
3. The products designed and functions of our products were explained to Ms. Li. She agreed to proceed the product development and would like to trial the system once we complete the product.
4. Confirmed next meeting date: 11/4/2021

2nd Customer Meeting minutes (11/04/2021)

Meeting Format: Group meeting

Date of meeting: 11st April, 2021

Time: 1330-17:00

Venue: HKU SPACE Kowloon Bay Center

Secretary: Winters Yau

Attendance:

Customer – Ms. Li, Elderly home representative

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

Agenda items:

1. Approval of the last meeting.
2. Explanation of the limitations of the functions of products to meet the needs.
3. Explanation of the final product design and the functions of the products.
4. Next meetings to discuss the progress.

Action items:

1. Explanation to Ms. Li that our limitation of the functions of products may not finish as time was limited.
2. The proposed final product was an integrated health care system with some functions for different user in elderly home, they include:
 - An integrated computer control system to manage the operations and the daily care activities.
 - The creation of the different users accounts for the staff of the OAH, in order to manipulate different caring activities for elderly people.
 - Create and allow to amend and entering the records for different daily care activities, like vital signs recording, diet alerts, administration of medicines, etc.
 - The database support for recording the medical records for elderly people.
3. Some functions of the products are still undergoing develop, it may be providing to client if we can finish it on time, those functions include:
 - security system to monitor the entering and leaving the elderly homes of residents.
 - Simple GUI for the elderly with large font size and screen.
 - Simple login method with RFID system.
4. Ms. Li appreciated our group work and thanks for our voluntary effort to improve the quality of life for elderly home residents. She looked forward to receive our product in May.
5. Confirmed next meeting date: 10/5/2021