



INTERNAL MEETING 8

Date	22 February 2017
Start Time	8:30am
End Time	11:30am
Venue	School of Information System level 4
Attendees	Wei Xiaoxin Wu Di
Absentees	Zheng Xiye
Agenda	<ol style="list-style-type: none"> 1. Update current progress 2. Prepare for sponsor meeting 3. Prepare for interim presentation

AGENDA

No.	Task	Follow-up
1	<p>Update current progress</p> <ul style="list-style-type: none"> ✓ Xiaoxin had managed to finalize the report generation, and she made the final integration for the whole application: <ul style="list-style-type: none"> ○ data cleaning for SOC ○ report generation for F12 report ○ the UI contains file upload for SOC data cleaning, and report generation for F12 ✓ Wu Di had tried to change R memory but failed, so we write back both of the clean data and commented data in .csv format. And she did testing and debugging to ensure the SOC data cleaning logic is aligned with the procedures. ✓ Xiye had helped Xiaoxin to do the data mapping between doctor dept' in SOC raw data file and 'clinical dept' in F12 report in R code right after data cleaning part. 	
2	<p>Prepare for sponsor meeting:</p> <ul style="list-style-type: none"> ✓ Prepare the demo flow and ensure the application can perform 	

	<p>properly.</p> <ul style="list-style-type: none"> ✓ Collect feedback from demo <ul style="list-style-type: none"> ○ Data verification logic ○ Report generation part ○ Application UI/UX ✓ Prepare the question to ask for sponsor: <ul style="list-style-type: none"> ○ Clarify about the SOC data cleaning rule 6.7 ○ As there are still some mismatched data between doctor dept' in SOC raw data file and 'clinical dept' in F12 report. We need to consult Lay Cheng again ○ To ask sponsor the report priority, as we have concerned that we may not be able to finish all the report generation by week 14. ○ Confirm with Lay Cheng again, whether they need to generate the report in PDF format in addition to excel format. ○ Ask them about any suggestion or interested areas in data visualization. ○ Discuss our future plan with sponsor. 	
3	<p>Prepare for interim presentation</p> <ul style="list-style-type: none"> ✓ Discuss presentation flow and content ✓ Prepare demo flow to be shown in presentation ✓ Prepare presentation slides <ul style="list-style-type: none"> ○ As we will meet sponsor tomorrow (23 Feb), only the day before presentation, it would be good if we can still edit the slides about 'sponsor feedback' and 'future plan' after sponsor meeting (within 24 hours before the presentation). We need to ask for permission. ✓ Choose presenter>Xiaoxin ✓ Prepare possible Q&A 	<p>To do:</p> <ol style="list-style-type: none"> 1. Ask prof Kam for permission to add on 'sponsor feedback' and 'future plan' after submission.

Prepared by,

Wu Di

Vetted by,

Wei Xiaoxin, Zheng Xiye