



## 04 Jan 2017 Sponsor Meeting 1

*Created by: Chermain Ang (04/01/17)  
Edited and Vetted by: Gareth Ng (04/01/17)*

DATE		TIME	VENUE
04-Jan-17		11:30 AM – 11:55 AM	The Academia (SGH)
<b>Meeting Type</b>	Sponsor Meeting		
<b>Facilitator</b>	Jeremy Ong		
<b>Note taker</b>	Chermain Ang		
<b>Timekeeper</b>	Gareth Ng		
<b>Attendees</b>	Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO), Prof Lam Shao-Wei (SW)		
<b>Absentees</b>	NA		
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Team Introduction</li> <li>2. Explanation of Course/Module Requirements</li> <li>3. Project Scope</li> </ol>		
<b>MEETING ITEM 1: Team Introduction</b>			<b>Time Allocated</b> <b>5 mins</b>
<b>Name</b>	<b>Discussion</b>	<b>Follow Up By</b>	
SW	a. Shared background including current role in company		
JO	b. Introduced the team members on everyone's behalf.	JO	
<b>Remarks</b>			
<b>MEETING ITEM 2: Explanation of Course/Module Requirements</b>			<b>Time Allocated</b> <b>10 mins</b>
<b>Name</b>	<b>Discussion</b>	<b>Follow Up By</b>	
SW	c. Enquired about Course Details		
CA	d. The team shared about the duration and objective of the course and its timeline: e. The course lasts for one semester (approximately 14 weeks) f. There will be a mid-term and final report		
SW	g. There is a need for students to be in the SGH compound when accessing and working with SGH's internal data h. Prof Lam explained that there is a need to sign the organization's Non-Disclosure Agreement. Agreement is to be signed with individuals; Prof Kam might not be allowed to have access to data.	CA	
<b>Remarks</b>			
<b>MEETING ITEM 3: Project Scope</b>			<b>Time Allocated</b> <b>10 mins</b>
<b>Name</b>	<b>Discussion</b>	<b>Follow Up By</b>	
SW	i. Has a project in mind, which is to find out how		



## 04 Jan 2017 Sponsor Meeting 1

*Created by: Chermain Ang (04/01/17)  
Edited and Vetted by: Gareth Ng (04/01/17)*

	<p>environmental factors such as rainfall, wind speed, and other weather conditions affect the volume and distribution of Emergency Department calls and number of Emergency Department patients, and create a dashboard</p> <p>j. Suggestion: 2 Phases</p> <p><u>Phases</u></p> <p>Phase 1: Environmental Modeling</p> <ul style="list-style-type: none"> <li>- Team to create database of weather information (i.e. rainfall) gathered through public sources as well as SGH's database</li> </ul> <p>Phase 2: Environmental Health Modeling</p> <ul style="list-style-type: none"> <li>- Team to merge database on environmental conditions with SGH's internal data on Emergency Department calls and patients</li> <li>- Four types of cases to choose from:               <ol style="list-style-type: none"> <li>1. Dengue</li> <li>2. Zika</li> <li>3. Haze</li> <li>4. Trauma (Road traffic accidents)</li> </ol> </li> </ul>	
JO, CA, GN	k. Agrees and shows interest in project	
JO	l. Suggests working and focusing on 2 out of the 4 available cases and narrowing it down to 1 after some preliminary research	
CA	m. Asked SW if the sponsor is open to new ideas aside from the one proposed	
SW	n. Agrees with both, and shared that he is open to new ideas, but would strongly encouraged the team to focus on the dashboard, given the tight timeline	
<b>Remarks</b>		

### To-do

No.	Action Items	Person I/C	Deadline	Remarks
2l, m	1. To discuss about NDA and other disclosure issues with Prof Kam	CA	05 Jan 17	
	2. To email Prof Lam SMU's NDA	CA	04 Jan 17	
2n	3. To discuss project scope with Prof Kam	GN, CA, JO	05 Jan 17	