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| DATE | TIME | VENUE |
| 25-Jan-17 | 10:00 AM – 11:00 AM | SGH Campus, Academia |
| **Meeting Type** | Sponsor Meeting |
| **Facilitator** | Chermain Ang |
| **Note taker** | Gareth Ng |
| **Timekeeper** | Jeremy Ong |
| **Attendees** | Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO), Prof Lam Shao-Wei (SW) |
| **Absentees** | NA |
| **Agenda** | 1. Project Scope
2. Signing of NDAs
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| MEETING ITEM 1: Project Scope | Time Allocated50 mins |
| **Name** | **Discussion** | **Follow Up By**  |
| CA | 1. Clarification of ED data
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| SW | 1. SW gave a preview of the ED data and the structure of it.
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| SW | 1. SW explained the project scope and the change from what was previously discussed. The group would be setting up a web map service and add on environmental data to it. There will be several layers that would be included in the web map service such as buildings, road network, etc. This would be what the team will be focusing on in the next 3-4 weeks.
 | CA |
| SW | 1. From the ED data set, perform textual mining to identify respiratory cases (illnesses). These cases have to be standardized as it is the nurse on duty who inputs the initial diagnosis and the same cases can vary in terms of description.
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| SW | 1. Proposal needs to be more specific. Do a project charter with a template from SW.
 | CA |
| SW | 1. Project to be done in 2 phases. Phase 1 will be to work on the web map service and include layers that the team deems to be important for the project. Phase 2 will involve working with the patients data where the team will look into 6 months’ worth of data. Since it is geospatial data, the team doesn’t have to analyze it across time.
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| GA | 1. Clarified on the objective of the project which is a creation of a dashboard with preliminary analysis. Dashboard requirements are aggregating of data and reporting of findings.
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| **Remarks** |
| To inform Prof Kam on changes in project scope and seek his advice on the next step.  |
| MEETING ITEM 2: Signing of NDAs | Time Allocated10 mins |
| **Name** | **Discussion** | **Follow Up By**  |
| JO | 1. Signed the NDAs
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| JO | 1. Thanked SW on behalf of the team
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| **Remarks** |
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**To-do**

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| **No.** | **Action Items** | **Person I/C** | **Deadline** | **Remarks** |
| 1c | 1. To clarify with Prof Kam if the change in project scope is deemed as an analytics practicum project.
 | CA | 26 Jan 17 |  |
| 1e | 1. To request the project charter from SW
 | CA | 25 Jan 17 |  |