

## SPONSOR MEETING MINUTES #1

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**Date:** 27 January 2015  
**Time:** 9.30am  
**Venue:** SIS Prof Kar Way's Office

**Attendees:** Faris  
 Jinq-Yi  
 Marcus

**Apologies:**

**Agenda:**

1. Updates from SGH, Q&A for them
2. Task Allocation
3. Any other business

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	Note	Actor	Due Date
1	<p>Updated KW regarding scope change, based on data would like to find out:</p> <ul style="list-style-type: none"> <li>- How much time they spend in reentrance</li> <li>- How much time for different patient to consult doctor based on results – predict the LOS.</li> <li>- Use volume of patience, number of orders and arrival pattern as factors.</li> </ul> <p>Obtained 3 months worth data from SGH on average we have 11k data points for each month. Sufficient to do regression.            Email Dr. Lam:            How do we know which patient has reentrant?            Is the number of doctors in the ED consistent? Breakdown of critical care area? &amp; Ambulatory area?            What's the doctor service rate?</p>	Marcus	Week 5
2	<p>Find out:</p> <ol style="list-style-type: none"> <li>a. Breakdown of patients based on severity level (by day/ week &amp; month)</li> <li>b. Acuity and test ordered</li> <li>c. Different LOS (Registration to Disposition, Registration to Attendance, Order to Disposition, Doctor to Disposition)</li> <li>d. Find out the arrival rate by hour &amp; by day (Registration Time)</li> </ol>	All Marcus Faris Jinq	Week 5
3	<p>Free online course on analytics – Coursera – check out Regression, classification modules.</p>	All	Week 5

The meeting was adjourned at 10.30am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,  
Jinq-Yi

Vetted and edited by,