SPONSOR MEETING 3

Date	21 April 2017
Time	2pm to 4.30pm
Venue	KTPH Quality Assurance and Risk Management Team Office
Attendees	Tan Lay Cheng (Sponsor) Ariel Yap (Executive in charge of data cleaning and report generation in KTPH) Wu Di Zheng Xiye
Absentees	Wei Xiaoxin
Agenda	1. Application demonstration 2. Clarify doubts and gather further requirements 3. Application environment setup and handover

AGENDA

No.	Task	Follow-up
1	**Application demonstration** ✓ We passed both up-to-date conference paper and user guide to Lay Cheng and Ariel. Then, we went through the application demonstration with Lay Cheng and Ariel. This includes SOC Data Cleaning and Report Generation, which was done before midterm presentation. After which, we demonstrated INPT Data Cleaning and Report Generation together with SOC Data Visualization, which mainly constitutes our progress after midterm presentation. ✓ Both Lay Cheng and Ariel were impressed with the application's capability in automating the above-mentioned activities, which largely streamlines the ongoing business process. ✓ Lay Cheng checked through the INPT error file generated and confirmed that the highlighted rows were indeed problematic.	NA

		✓ Furthermore, we have reassured both Lay Cheng and Ariel that the code is properly documented, which facilitates future updating effort.	

2		**Clarify doubts and gather further requirements**
		
		✓ Ariel checked with us some inquiries regarding our application like, whether the upload filename matters, whether cleaned error dataset will be appended to the end of the originally clean dataset and whether metadata of uploaded dataset affects both data cleaning and report generation process.
		✓ Building upon which, Lay Cheng and Ariel suggested add-on changes required for our application including,
		   ● Additional option for Patient Citizenship type: 'ALL' for internal verification usage. If the user selects 'ALL', uploaded cleaned dataset will not be filtered by patient nationality.
		   ● Additional file upload section for 'Doctor List'. This enables dynamic checking of 'doctor vs. non-doctor' by uploading a dynamic list of doctor names.
			1. Zheng Xiye will be in charge of implementing the 'ALL' option for Patient Nationality.
			
			2. 'Doctor List' file upload section will put on-hold first after Lay Cheng checked with relevant departments.

3		**Application environment setup and handover**
		
		✓ We had went through our user guide step-by-step with both Lay Cheng Ariel and explained rationale for each step as well as actions required.
		✓ After which, we managed to setup the application environment on both Lay Cheng and Ariel's devices. Application environment setup steps include,
		   ● Copied over latest code, user guide and conference paper
		   ● Downloaded and installed latest RStudio version
		   ● Downloaded and installed latest version of R
		   ● Ran our prepared R-package-installation file in their RStudio to install all required packages
		   ● Downloaded latest version of Java 8. However, we encountered technical difficulties in installing Java 8 as both of their devices were not granted the rights to install Java after Lay Cheng checked with their IT support team.
		✓ Lastly, Lay Cheng hoped to automate all data cleaning and report generation processes. As a result, she was keen in finding out when would the next batch of AP projects come up and was interested in gathering two AP teams to work concurrently based on what we have for now.
			1. Lay Cheng will contact her IT support team to grant rights to install Java, which then concludes the application environment setup process.

The meeting was adjourned at 4.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Xiye

Vetted by,

Wei Xiaoxin, Wu Di