

## SUPERVISOR MEETING MINUTES #3

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**Date:** 23 January 2015  
**Time:** 3.45pm  
**Venue:** SIS Prof Seema's Office

**Attendees:** Prof. Seema  
 Faris  
 Jinq-Yi  
 March

**Apologies:** Marcus

**Agenda:** 1. Updates from last meeting  
 2. Review on proposal

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|   | Note   | Actor                     | Due Date                   |
|---|--|---------------------------|----------------------------|
| 1 | <b>Update on meeting with SGH</b><br>Confirm on research market basket analysis – whether we are using sequence?   | All                       | Week 4                     |
| 2 | <b>Type of analysis</b>  | All                       | Week 3                     |
| 3 | <b>Project Scope:</b><br><br>1. Put orders into groups. (eg blood test & ECG)<br>2. Link those groups to patients. (eg. What type of tests a patient will be interested in based on demographics time etc)   |                           |                            |
| 4 | <b>Project Proposal &amp; Wiki</b><br><br>1. SGH PROJECT PROPOSAL DUE SUNDAY 18/1/2015<br>- Include timeline of important milestones<br>2. SMU PROJECT PROPOSAL & WIKI DUE FRIDAY 23/1/2015<br>- Answer all the open questions. Eg what type of analysis are needed.<br>- Include timeline<br>- Propose approach and tool to karway<br><br>Prof Seema is open for meeting at 3.30pm every Friday | 1. Jinq-Yi<br><br>2. Team | 18/1/2015<br><br>19/1/2015 |

The meeting was adjourned at 4.00pm. 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,

Faris