TEAM PLUS

4 Jan 2017 Project Sponsor Meeting 1

Created: 04/01/17
Edited: -

DATE	TIME	VENUE
1.4.2016	11:30 AM	The Academia (SGH)

Meeting called by	Chermain Ang, Gareth Ng, Jeremy Ong
Type of meeting	Sponsor Meeting
Facilitator	Jeremy Ong
Note taker	Chermain Ang
Timekeeper	Gareth Ng
Attendees	Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO), Lam Shao-Wei (SW)

1. Team Introduction

5 MIN	Chermain Ang, Gareth Ng, Jeremy Ong	
Discussion	Introducing Shao-Wei to the team	
Conclusions	NIL	
Action Items	Person Responsible	Deadline
NIL		

2. Course/Module Requirements

10 MIN	Jeremy Ong	
Discussion		

Shao-Wei enquired about Course Details
The team shared about the duration and objective of the course and its timeline

Non-Disclosure Agreement (Requirements shared by Shao-Wei)
1. There is a need for students to be in the SGH compound when accessing and working with SGH's internal data
2. There is a need to sign the Non-Disclosure Agreement. Agreement is to be signed with individuals, Prof Kam might not be allowed to have access to data.

Conclusions	1. To email SW SMU's NDA 2. To discuss with Prof Kam about NDA and other disclosure issues	
Action Items	Person Responsible	Deadline
To discuss with Prof Kam	Chermain Ang	
To email Shao-Wei SMU's NDA	Chermain Ang	04 Jan 17

3. Project Scope

10 MIN	Chermain Ang, Jeremy Ong, Gareth Ng, Lam Shao-Wei	
Discussion		

Project Overview
To find out how 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

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Project Details
2 Phases
Phase 1: Environmental Modeling
- Team to create database of weather information (i.e. rainfall) gathered through public sources as well as SGH's database

Phase 2: Environmental Health Modeling
- Team to merge database on environmental conditions with SGH's internal data on Emergency Department calls and patients
- Four types of cases to choose from:
  1. Dengue
  2. Zika
  3. Haze
  4. Trauma (Road traffic accidents)

Project Deliverables / Expectations
1. Dashboard that provide insights, examples of insights include:
   a. Identify hotspots for diseases in certain areas given change in wind speed and rainfall patterns
   b. Identify how emergency call patterns and volume changes based on the environmental factors
   c. Illustrate relationships, such as:
      i. How wind speed plays a role in, for instance, haze-related illnesses
      ii. How rainfall affects traffic accidents

Conclusions	To be discussed with Prof Kam		
Action Items		**Person Responsible**	**Deadline**
To discuss with Prof Kam		The Team	