



25 Jan 2017 Sponsor Meeting 3

Created by: Gareth Ng (26/01/17)

Edited and Vetted by: Chermain Ang (27/01/17)

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	<ol style="list-style-type: none"> 1. Project Scope 2. Signing of NDAs 	
MEETING ITEM 1: Project Scope		Time Allocated 50 mins
Name	Discussion	Follow Up By
CA	a. Clarification of ED data	
SW	b. SW gave a preview of the ED data and the structure of it.	
SW	c. 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	d. 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.	
SW	e. Proposal needs to be more specific. Do a project charter with a template from SW.	CA
SW	f. 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.	
GA	g. 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 Allocated 10 mins
Name	Discussion	Follow Up By
JO	h. Signed the NDAs	
JO	i. Thanked SW on behalf of the team	
Remarks		

To-do

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	2. To request the project charter from SW	CA	25 Jan 17	