



06 Jan 2017 Sponsor Meeting 2

*Created by: Chermain Ang (06/01/17)
Edited and Vetted by: Gareth Ng (07/01/17)*

DATE		TIME	VENUE
06-Jan-17		3:30 PM – 3:40 AM	Phone Call (SMU SOE GSR 3.6)
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. Non-Disclosure Agreement 2. Type of data required from SGH 3. Project Scope 		
MEETING ITEM 1: Non-Disclosure Agreement			Time Allocated 3 mins
Name	Discussion	Follow Up By	
CA	a. Explain Prof Kam's concern on the NDA, namely the fact that there are specific terms in SMU's NDA which are specific to the course, such as the 14 days clause for the poster.		
SW	b. SW agreed to send the team the forms required from the sponsor's end.	CA	
Remarks			
MEETING ITEM 2: Type of data required from sponsor			Time Allocated 3 mins
Name	Discussion	Follow Up By	
JO	c. After discussion with Prof Kam, the team's decision is to retrieve aggregated data from the sponsor. d. The team enquired if it is possible to bring the data out of the sponsor's venue given that the data will be less sensitive.		
SW	e. SW agreed to let the team bring the aggregated data out of the sponsor's venue, but the team has to conduct the aggregation themselves.		
JO	f. Thanked SW on behalf of the team		
Remarks			
MEETING ITEM 3: Project Scope			Time Allocated 4 mins
Name	Discussion	Follow Up By	
CA	g. Shared that the team will be matching air quality measurements against volume of patients and		



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	ambulance calls.	
SW	h. Agrees with the plan and requested for proposal to be sent to him when completed.	
CA	i. Thanked SW on behalf of the team and agreed to send the proposal to the sponsor upon its completion.	JO
Remarks		

To-do

No.	Action Items	Person I/C	Deadline	Remarks
1b	1. To forward the forms from the sponsor to Prof Kam	CA	06 Jan 17	
2i	2. To send the proposal to SW upon its completion	JO	16 Jan 17	