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| Meeting No. 1 |
| Date: | 21 May 2014 (Wednesday) |
| Time: | 7:00PM – 10:00PM |
| Venue: | IS480 Room |

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| Meeting No. 7 |  |
| Date: | 24 October 2015 (Saturday) |
| Time: | 11:45am – 1:00pm |
| Venue: | Clearvision clinic |

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| Members: |  |
| Attendees: | Lim Junyang Leon |
|  | Lau Si Ting AmabelHu Qunqun CarinaYong Chin Wei Sherman |
| Absent with valid reason: | Nil |
| Minutes prepared by: | Lau Si Ting Amabel |

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| Agenda  |
|  | Admin Module |
|  | Midterm feedback |
|  | Periodic backup |
|  | Block Time slot |

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| Discussion |

**Midterm Feedback**

**Intelligent System**

* Highlight suitable time slots
* Capacity indicator:
	+ Relative to previous months’ capacities
	+ However, Anthony mentioned that there is monthly KPI needed to be achieved
* Suggested if its possible to have a smarter system that checks if Clearvision is doing well
	+ Track monthly KPI
	+ Look at pre-evaluation appointments to roughly estimate the number of surgeries they will get for a month
	+ Possible to predict number of surgeries based on the pre-evaluation. How many pre-evaluation will likely to convert to surgeries
	+ Current KPI at 80 eyes per month

**Removing scaling sub module**

* Can remove as long as he is able to add a new doctor and appointment types
* As long as the system allow booking of appointment from Mount. E
* Other clinics such as the one at Bukit Batok, under Dr. Yap will not be using the application
* Main priority to ensure that booking can be done at both Mount. E and Clearvision

**Admin Module**

* Operating hours: Low priority but they will soon have a night clinic
* Procedure 🡪 Create doctor – tie doctor to appointment types – then tie to appointment timings
* What happens when a doctor is removed from the calendar?
	+ Removing a doctor 🡪 moving appointments from today backwards / from today onwards / everything
	+ In the event that a doctor is leaving, provide a warning prompt to inform that there is future dated appointments arranged and then manually reschedule or reassign
	+ The shift from a doctor to another is minimal. If needed, just re-schedule
	+ Doctor will inform few months in advance if they are leaving the clinic
	+ How should we show patients that are required to be re-schedule? Modal pop-up? Allow printing of appointment records?
* SMS configuration in admin 🡪 no need for second reminder
* 1-2 hrs of grace period for patient’s swap reply

**Periodic Backup**

* Export to CSV and open it as excel spreadsheet
	+ Anthony is okay with CSV
* 2 types of periodic backup:
	+ Backup from the beginning to last (just the appointments) – every end of the month. This is in the event when the system crash and requires the database to be cleared.
	+ Periodic backup – 1 week/ month ahead. This is in the event when system is temporary down
* Reset/ clear data every year

**During the next UT**

* Show Anthony how fast our application

**Block time slot**

* Blocking of appointments with existing patients
* Showing block status in main calendar eg: today is being blocked. Hover over it to see what the appointment time slots that are blocked. However this can only be done for current day and not future. Future appointments that are blocked can only be viewed in the heatmap
* Display the list of appointments that are affected 🡪 modal pop up 🡪 print it out and re-schedule it one by one
* Possible to shoe block time slots in main calendar rather than just showing it in heatmap view only

**Access Control**

* Admin – see everything less settings and marketing
* Admin – see everything
* Marketing – see everything less settings

**Filming – any day between 1-230pm**