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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. 19 |  |
| Date: | 30 October 2015 (Friday) |
| Time: | 15:45PM – 17:00PM |
| Venue: | FYP Room |

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| Members: |  |
| Attendees: | Lim Junyang Leon |
|  | Hu Qunqun Carina |
|  | Lau Si Ting AmabelYong Chin Wei Sherman |
| Absent with valid reason: | None |
| Minutes prepared by: | Lau Si Ting Amabel |

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| Agenda  |
| 1. | Draft of pitch to mediaFinalized on intelligent features |
| 2. |
| 3. | Discuss on poster content |
| 4. | Proof of concept for KPI feature |

*\*See appendix for minutes*

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| Task |
| No. | **Description** | **Assigned To** | **Due Date** |
| 1. | Video pitch | Leon | 5 Nov 2015 |
| 2. | Poster | Amabel | 5 Nov 2015 |
| 3. | User testing 3 outline | Carina | 5 Nov 2015 |
| 4. | Media pitch | Sherman | 2 Nov 2015 |

**Appendix**

**Draft of pitch to media**

(i) Team name: 4Sight

(ii) Client name: Clear Vision, Mr Anthony Sugiarto

(iii) What was the **challenge** the team had to solve?

(iv) What was their **solution** to the challenge?

(v)What were the tangible benefits to the client?

(vi) **Has the solution been deployed by the client? Since when was it deployed?**

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Team 4Sight, part of the 21 FYP teams this year that embarked on their Final Year Project in SMU, developed a dynamic and intelligent scheduling application for Singapore’s first LASIK clinic, named iSchedule. This newly developed IT system took the 4Sight team a total of 15 weeks to plan and build, and is currently in active use to manage patient appointments.

Before iSchedule, it was a daily struggle to schedule appointments effectively. Many tasks, like informing patients of their respective upcoming appointments, were largely manual. This resulted in spillover scenarios, and affected patients would not be able to attend their appointments as scheduled.

In lieu of these obstacles, 4Sight’s solution is an IT system that is capable of handling large amounts of appointment data, is easily searchable, and can be highly customized to suit differing business requirements. On top of recommending suitable appointment timings, iSchedule interacts with patients through SMSes, and has a built-in Analytics dashboard that helps staff to streamline marketing efforts.

With the system in place since October 2015, Clearvision has realized a 50% gain in time spent trying to book an appointment, and a 80% gain in the amount of time required to send regular SMS reminders to patients. Moreover, iSchedule has helped marketing staff to obtain real time statistics, for more focused marketing campaigns in the future.

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**Finalized on intelligent features**

1. Forecast appointment slots availability based on historical data
2. Appointment capacity (still in consideration)
3. Forecast conversion/ no. of surgeries that will likely be scheduled based on number of existing pre-evaluations
4. Tracking KPI

**Discuss on poster content**

Key Features:

1. Calendar
2. Heatmap
	1. Intuitive visualization of clinic’s capacity
3. Admin
	1. Scalable and Customizable
4. Analytics
	1. Provide meaningful insights through simple visual representations
5. Queue
	1. Effective management of patient queue

Project Description:

iSchedule is a dynamic and intelligent scheduling system built to address the day-to-day inefficiencies in managing clinic appointment bookings. Packed with visualization and smart suggestion features, it redefines the experience of how appointments can be managed so simply and effectively.

X-Factor:

1. Self-proposed one-of-a-kind intelligent scheduling system aimed at reducing the time taken to manage appointments by at least 50%
2. Our system went live before midterm and has since undergone many rounds of enhancements based on users’ feedbacks.

Value to Sponsor:

1. Eliminate manual processes, thus increasing productivity and reducing human error
2. Streamline marketing efforts with built-in analytics dashboards
3. Ease of search for appointments

User Testing:

1. Add charts
2. Short description of the user testing conducted

Technical Complexities:

1. Built a real time web application using web sockets
2. Patient volume heatmap
3. Efficiently handling concurrent requests and slow clients

Group Learning Outcome:

1. To be added on a later date

**Proof of concept for KPI feature**

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| **Title** | : | Forecast conversion based on pre-evaluation |
| **By** | : | Leon Lim, Sherman Yong |
| **Date** | : | 20 October 2015 |
| **Overview** | : | 1. Displaying a Scatter Plot graph of Pre Evaluation & Conversation figures for the last 12 months
2. Using these historical data, perform a linear regression
3. Objective is to predict the total number of conversations in the current month based on the last 12 months conversation rate and the current month Pre Evaluation count
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| **Technical Considerations** | : | 1. How to use D3.js to plot our envisioned graph?
2. How to derive a linear equation (y=mX+C) out from the complex data structures?
3. How should the calculations be performed to ensure a decent accuracy in the prediction?
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| **Steps taken** | : | 1. Discussion of all the data tables involved and the logic behind extrapolating the predicted conversion count
2. Front-end to test on D3 library using hard coded JSON inputs
3. Back-end to prepare sample API and figure out how to derive the linear equation from all the data tables
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| **Sample Screenshots** | : | /Users/limjunyangleon/Downloads/20151123_163859.jpg/Users/limjunyangleon/Downloads/20151123_162332.jpg/Users/limjunyangleon/Desktop/Screen Shot 2015-11-29 at 5.58.27 pm.png |