**Sponsor Meeting Minutes**

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| Date: | 19-06-2014 |
| Time: | 02:30 PM |
| Location: | Meeting Room 4.6, SIS Level 4 |
| Purpose: | The purpose of this meeting is to gather feedback from the sponsor regarding the user interface of the system. |

**Attendees:**

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| Name | ✓ | Role | Reasons for Absent |
| Tan Kar Way | ✓ | Sponsor |  |
| Abdul Basith | ✓ | Project Manager (PM) |  |
| Clarice Ang | 🗶 | Deputy PM / UX Designer | On internship |
| Faris Malik | ✓ | Developer |  |
| Goh Chun Yang | ✓ | Lead Developer |  |
| Nigel Lim | 🗶 | Developer | On exchange |
| Syafi Salim | ✓ | QA / Business Analyst |  |

**Agenda:**

1. To show and discuss about the user interface prototype with the sponsor.

**Discussion:**

1. The team checks with the sponsor if access control is required for the system. Response from the sponsor is that use case wise; there is no need for access control, but team to check with supervisor (when assigned) if access control is part of IS480 requirement.
2. Sponsor indicated that providing her with a drop down for the demand strategy would be more appropriate, she also feedback that it should be easily configurable.
3. Sponsor indicated she prefer decision parameters page and administrative page to be 2 separate pages.
4. Sponsor indicated she would like a metro style landing page before going into the parameters page.
5. Sponsor reminded team there are 2 layers to the probability setting of laboratory test. 1st layer is the probability of patient required and not required for test. 2nd layer is the probability for each of the test. Team to provide her with the capability to adjust the probability of the 1st layer.
6. Sponsor indicated to just provide her with a file upload function for the patient traffic flow, coupled with the doctors’ schedules. Team to clean up csv files and provide a standard template for the sponsor.
7. Field SMax is not required as it is more to the supply strategy. To set as a constant in the code.
8. Sponsor informs team that service rate of the doctor is required in decision parameter settings.
9. Sponsor informs team on the current discrepancy between the arrival rate file (Day 0 is Sunday, day 6 is Saturday) and the doctors’ schedule file (Day 0 is Tuesday).
10. Sponsor usually run simulation for 9 days. It should start on a Tuesday as Sunday and Monday are peak days. Result will not be as accurate if start on peak days.
11. Sponsor informs that running simulation based on hours might not work. Team need to experiment on it.
12. Data file will contain data for 7 day (Day 0 to Day 6). To run a simulation for 30 days for example, repeat the use of the data. Each simulation will also run for 100 replications.
13. Sponsor acknowledge that is a gap between the correlation of the laboratory test ordered vs the kind of problem the patient is suffering when he/she enters the ED during the simulation. Sponsor suggest that could be where our predictive analytics could come in, to determine the possible kind of test that a patient would go through based on his/her diagnosis by the triage. However, sponsor would be more inclined towards a predictive model that could determine the total consultation time required.

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| --- | --- | --- |
| Disease ID | Disease Name | Probability |
|  |  | (use this list to predict something)LOS > Consultation timeR > End |

1. Sponsor request team to do a check on the ICD classification.
2. Sponsor requested that an export report function to be made available.

**Action Items:**

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| --- | --- | --- |
| Item No | Description | Assigned To |
| 1 | Do a check on the ICD classification. This could be used in the predictive model. | Team |