**Meeting:** Ninth Official Sponsor Meeting

**Date:** 09th September 2016

**Location:** B3 Bistro

**Attendees:** Zong Wei, Wendy, Gao Min, Chingyi, Weilun

Edmund,

**Absentees:** -

**Minutes Prepared by:** Wendy

**Vetted by:** Zong Wei

**Points to Note**

1. Things to ask Edmund:
   * Removal of sub-user (ok)
   * Lowest sales done
   * Sort by type done but not by latest
   * Add New Record:
   * Separate total COGS:
   * App used as a reason to understate their income tax payable???
   * UAT 1: 20x Users
     1. From us: 8
     2. From clients: 12
2. \*\*\*send excel for dataset\*\*\*
3. **Income Tax:**
   * Four field only: i) revenue ii) gross profit iii) allowable business expenses iv) adjusted profit/loss
   * The allowable business expense cannot be computed by us 🡪 not all non-foods expenses can be claim
   * After that then adjusted profit/loss is being generated
   * After calculate: pop up disclaimer that the income tax is only an indication of the tax you have to paid. Please check with your accountant…..
4. **Report:**
   * Separate total sales, total COGS, total expenses
   * \*\*\*peak sales, low sales\*\*\*
5. **Main Page:**
   * Overview for the week
   * Display safe, COGS, expenses, profile
6. **Add New Record:**
   * Just one page, without having to click on any tab
   * Drop down menu for previously/frequently used key words
7. **Calendar – Edit table:**
   * Have a question mark button to show: swipe right to delete etc
8. Notify and got consent from client regarding change in schedule:
   * Swap Backend Admin Module with Notification Module

Meeting is adjourned at **1500**.