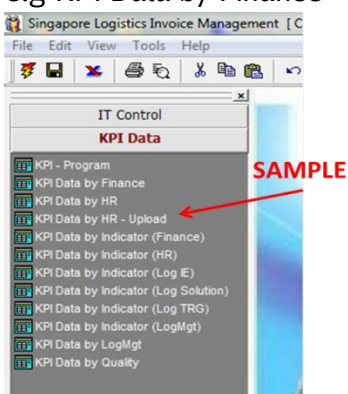


Meeting Minutes

Date	11 February 2014, Tuesday
Time	1500hrs - 1600hrs
Venue	Sunflower Room
Attendee(s)	Josephine Joseph, Eddie Khoo, Raquel, Chee Huey Sing & Jennifer Hwang
Absence with Apology	Brandon Teo & Lee Hwee Ling
Agenda	Uploading of FINANCE Data into KPI Management System

S/N	Details	Actions By	Dateline
1.	Uploading of HR Data into KPI Management System		
1.1	<ol style="list-style-type: none"> To pull out the Finance indicators (headings) and send to Jennifer To raise ASR 	Hwee Ling	Done 17 Feb
1.2	<ol style="list-style-type: none"> To prepare & send to Raquel a Standard Excel Template complete with all required Finance Indicators which will be meant for future uploading Any negative figures will be indicated as “-“ in the template 	Jennifer Hwang	14 Feb
1.3	<ol style="list-style-type: none"> To create a new window for uploading of Finance data by excel file. The uploading window will fall under the KPI Data input category with a new selection, e.g KPI Data by Finance - Upload  <ol style="list-style-type: none"> To test out the negative figures if the data has to be uploaded with a “-“ or “()” To create a test environment for Jennifer to test out Jan’s data before the input for next month Feb’s data which is targeted to go live with To create a new report for Finance indicators to enable Jennifer to validate the data that were uploaded 	Raquel	3 Mar

1.4	<ol style="list-style-type: none"> 1. To test out the file uploading 2. Once file uploading window is ready, Jennifer will only need to click the Import button, choose the required file & click Upload 3. All data will be automatically updated into the KPI system 4. This process will be done on a month by month basis by Jennifer 5. Any changes required after the uploading of excel file can still be changed, be it through the input by Indicators or re-uploading of excel file, as long as the system is unlocked 	Jennifer Hwang	4 Mar
1.5	<ol style="list-style-type: none"> 6. Target to Go Live with the uploading of Excel file for Finance indicators using actual Feb Data 	IT, Finance & KPI Team	10 Mar