

****Minutes of [REDACTED]****

****Date:** 25 [REDACTED]**

****Attendees:** [REDACTED] (Lead), [REDACTED], [REDACTED], Mr. [REDACTED]**

****Location:** Meeting Room 3B, [REDACTED] Toa Payoh**

****Subject:** Phase 2 Rollout & [REDACTED] Coordination**

1. ****Project Update:**** [REDACTED] provided an update on the successful completion of Phase 1. Feedback from the client at Changi Business Park was positive.

2. ****Phase 2 Planning:**** [REDACTED] presented the timeline for Phase 2, targeting completion by end [REDACTED]. Key milestones include integration testing scheduled for [REDACTED].

3. ****[REDACTED] Permit:**** [REDACTED] reported potential delays in acquiring the necessary permits from the [REDACTED] ([REDACTED]) for road access near [REDACTED]. Her contact person at [REDACTED] is Mr. [REDACTED].

4. ****New Personnel:**** Mr. [REDACTED] mentioned a new contractor starting [REDACTED]. His details are: Name: [REDACTED], NRIC: [REDACTED]. Please ensure HR completes onboarding.

5. ****Budget Review:**** Initial review suggests we are tracking budget closely. A detailed report will be sent by [REDACTED] by [REDACTED] 29 Nov 2023.

6. ****Next Steps:**** [REDACTED] to follow up with the client contact, Ms. [REDACTED]. [REDACTED] to finalize the Phase 2 resource allocation.

****Action Items:****

* All: Review Phase 2 plan.

* [REDACTED]: Expedite [REDACTED] permit discussion with Mr. [REDACTED].

* Mr. [REDACTED]: Forward [REDACTED]'s onboarding documents (NRIC [REDACTED]) to HR.

Minutes recorded by [REDACTED].

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