

**\*\*Minutes of Meeting - Project Orchid\*\***

**\*\*Date:\*\*** 25 November 2023

**\*\*Attendees:\*\*** Ahmad Bin Ismail (Lead), Li Wei Ling, S. Devi Priya, Mr. Tan Ah Kow

**\*\*Location:\*\*** Meeting Room 3B, HDB Hub Office Tower, Toa Payoh

**\*\*Subject:\*\*** Phase 2 Rollout & LTA Coordination

1. **\*\*Project Update:\*\*** Ahmad Bin Ismail provided an update on the successful completion of Phase 1. Feedback from the client at Changi Business Park was positive.
2. **\*\*Phase 2 Planning:\*\*** Li Wei Ling presented the timeline for Phase 2, targeting completion by end Q1 2024. Key milestones include integration testing scheduled for 15 Jan 2024.
3. **\*\*LTA Permit:\*\*** S. Devi Priya reported potential delays in acquiring the necessary permits from the Land Transport Authority (LTA) for road access near Jurong East. Her contact person at LTA is Mr. Lim.
4. **\*\*New Personnel:\*\*** Mr. Tan Ah Kow mentioned a new contractor starting next week. His details are: Name: Muhammad Faizal, NRIC: S9876543A. Please ensure HR completes onboarding.
5. **\*\*Budget Review:\*\*** Initial review suggests we are tracking budget closely. A detailed report will be sent by Devi Priya by Friday, 29 Nov 2023.
6. **\*\*Next Steps:\*\*** Ahmad Bin Ismail to follow up with the client contact, Ms. Chen. Li Wei Ling to finalize the Phase 2 resource allocation.

**\*\*Action Items:\*\***

- \* All: Review Phase 2 plan.
- \* Devi Priya: Expedite LTA permit discussion with Mr. Lim.
- \* Mr. Tan: Forward Muhammad Faizal's onboarding documents (NRIC S9876543A) to HR.

\*Minutes recorded by Li Wei Ling.\*

\*Internal Use Only.\*