

CLIENT MEETING 14

Date	4 April 2015
Time	3:00 pm – 3:30 pm
Venue	Ngee Ann Polytechnic, School of Health Sciences
Attendees	Gladys Khong Zhi Xuan Jocelyn Ng Khoo Hui Ping (Grace) Ngow Wei Yi Tan Shi Qi
Absentees	nil
Agenda	<ol style="list-style-type: none">1. Brief client about the UAT document2. Brief client about sponsor evaluation form3. Final Deployment

AGENDA

No.	Task	Follow up
1	Brief Client about the UAT document <ul style="list-style-type: none">• Client has to do all the test cases and verify that it meets the requirements	Shi Qi to send Michelle 1. UAT document
2	Brief client about sponsor evaluation form <ul style="list-style-type: none">• Client has to finish evaluation form before 15 April 2015 and send it to our supervisor	Shi Qi to send Michelle 1. Sponsor Evaluation Form
3	Final Deployment <ul style="list-style-type: none">• 6 April 2015• 9am	

The meeting was adjourned at 3:30 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Yi

Vetted by,

Shi Qi