Meeting Focus: Preparation for "Mid-Project Executive Review" with Hospital Board

Date: 9 February 2026

Participants:

- **Lim Jun Peng** (Account Manager, SITBeggars)
- **John Waiters** (Operations Director)
- **Brandin Sucox** (Marketing & Matching Lead)
- **James Cordon** (Compliance Officer)

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Lim Jun Peng (AM): Thank you for making time. I know the Ministry Board is visiting next Tuesday, and I want to ensure you have everything you need to present the project's progress confidently.

John Waiters: Honestly, Jun Peng, I'm nervous. The Board is expecting to see a fully working system, but we are only at the midway point. If they think we are behind schedule, they might pull our funding.

Lim Jun Peng (AM): I anticipated that concern. That is why I didn't just bring the status report; I prepared a specific **"Executive Brief"** for you to present.

John Waiters: What's the angle?

Lim Jun Peng (AM): We shift the narrative from "Incomplete Features" to "Infrastructure Stability." I've drafted a slide deck that highlights that 100% of the *Security Architecture* and *Compliance Framework* is built. It effectively shows that the "hard part" is done, which usually calms down executive boards who worry about risk.

Brandin Sucox: That's good for risk, but I need something exciting to show. "Infrastructure" puts the marketing team to sleep. I need a win.

Lim Jun Peng (AM): I've got you covered, Brandin. I asked our design team to create a high-fidelity **"Vision Video."** It's a 90-second animated walkthrough of the final user journey. It's not the live code, so it won't crash, but it looks polished enough to generate excitement in the room.

Brandin Sucox: A walkthrough video? That's perfect. I can play that during the opening remarks.

James Cordon: My concern is different. The Board's legal counsel is going to grill us on the vendor selection. They are still skeptical about trusting a student-led team with patient data.

Lim Jun Peng (AM): We prepared for this. Do you remember the **"Capability Statement"** we utilized during the bid? I have updated it with our latest ISO certification status and the bios of our faculty supervisors.

James Cordon: I remember it.

Lim Jun Peng (AM): I also took the liberty of drafting a **"Vendor Risk Assessment"** memo for you to sign. It explicitly states that SITBeggars assumes technical liability for the server configuration, which insulates your department from that specific risk. You can hand that directly to the legal counsel.

James Cordon: That… actually solves my biggest headache. If I can show them you've already indemnified us on the server config, they'll back off.

John Waiters: Okay, so I have the "Stability" slides, Brandin has the "Hype Video," and James has the "Risk Memo."

Lim Jun Peng (AM): Exactly. You walk in there prepared. My job is to make sure you look like you're in total control of this project.

John Waiters: Appreciate it, Jun Peng. This makes Tuesday a lot easier.

[End of Transcript]