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| **MINUTES OF MEETING** | |
| Date/Time: | Friday, 1 August / 1900 - 1940 |
| Venue: | SOA basement @ SMU |
| Present: | Insightiers: Annan, Elaine, Li Dan, Yixi  Viatick: Edmund |
| Absent with Apologies : | Yining (In China) |

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| S/N | Action | Action By | Date Issued | Deadline |
| 1 | Formal introduction of Viatick | All | 1 Aug 2014 | 1 Aug 2014 |
| 2 | Brief understanding of required core functionalities | All | 1 Aug 2014 | 1 Aug 2014 |

| **ITEM NO.** | **DESCRIPTION OF DISCUSSION** | **CATEGORY** | **ACTION BY** |
| --- | --- | --- | --- |
| 1 | Viatick has highlighted that the rationale of the project is to have an online platform that aids project managers and key stakeholders in maintaining quotation, invoices, and contracts and allows the organisation to track project deliverables. Currently maintaining few platforms such as Excel , Trello , Emails can be a hassle. | PROJECT RATIONALE | - |
| 2 | Viatick has explained that this web application should allow project managers to track project schedules (whether it’s early, on time or late), and also allow them to know what is/are the function(s) that are delayed or who is the in-charge for the project etc. | PROJECT REQUIREMENT | - |
| 3 | Viatick has requested for the core function of creating quotations for clients’ perusal. It was highlighted during the meeting that this function should have a drag-and-drop ability, whereby module templates will be on the side panel, and dragged to the quotation sheet. | QUOTATION | - |
| 4 | Viatick has requested for the export of the quotation in the web application to be in PDF format. | QUOTATION | - |
| 5 | Viatick requested for an email function whereby an email, containing the quotation, is sent out to both the client and the Viatick personnel. | QUOTATION | - |
| 6 | It was suggested by Viatick to include a digital signature function in the mobile application so that they are able to sign the e-quotations on their tablets/phablets. | MOBILE APP | - |

The meeting was adjourned at 7.40pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Vendor**

Recorded by: Li Dan

Vetted and Edited by: Elaine Ng

**Client**

Reviewed/Confirmed by: Edmund Gair