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| **MINUTES OF MEETING** | |
| Date/Time: | Wednesday, 6 August / 1900 - 1940 |
| Venue: | SOB @ SMU |
| Present: | Annan, Elaine, Li Dan, Yining (Skype) |
| Absent with Apologies : | Yixi (In Taiwan) |

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| S/N | Action | Action By | Date Issued | Deadline |
| 1 | An brief overview of the requirements gathered from Viatick | All | 6 Aug 2014 | 6 Aug 2014 |

| **ITEM NO.** | **DESCRIPTION OF DISCUSSION** | **CATEGORY** | **ACTION BY** |
| --- | --- | --- | --- |
| 1 | Viatick has highlighted that project is aim to aid its Project Manager’s workload. Reduce processing time and also provide high level overview for management level. | PROJECT RATIONALE | - |
| 2 | Viatick has requested for the dashboard page to be the default home page upon login. | DASHBOARD | - |
| 3 | Viatick has stated the required functions for Project module as follows:   1. Dashboard can display all the ongoing projects’ name, percentage of project progress, PM-in-charge, task status. 2. User will be allowed to click on each project for more detailed project information (e.g. functionality list, start date, end date, delivery time, etc) via the dashboard page. 3. Dashboard shall list down relevant projects/tasks, which is sorted by resources (e.g. staff name). 4. Dashboard allows user to search project by its unique project code. Each project will be given an auto-assigned unique project code. | PROJECT | - |
| 4 | Viatick has stated the required functions for Quotation module as follows:   1. User will be able to create quotation on site of client meeting. 2. Every quotation code shall be system-generated and unique. 3. User is allowed to add new functions/modules which are not provided in the quotation template (preset modules). 4. User is allowed to override functions/modules’ prices in the quotation sheet. | QUOTATION | - |
| 5 | Viatick has stated that the system will have to auto-generate invoice based on payment option and quotation amount (e.g first payment 50%, second 50%) | INVOICE | - |
| 6 | Viatick has requested for the ability to generate all documents in PDF format. | DOCUMENTATION | - |
| 7 | Viatick has requested for the ability to email documents to the relevant clients. | DOCUMENTATION |  |
| 8 | Viatick has requested for a page that will store and allow staffs to manage Viatick’s current services and products. It will need to contain product domains/IP addresses, server configurations, payment statuses for every project, cloud solution account information. | PRODUCT | - |

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: Annan

Vetted and Edited by: Elaine Ng