

MINUTES OF MEETING

1. MEETING INFORMATION

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| SUBJECT: | 10 th Internal Meeting |
| DATE: | 29 th December 2016 |
| TIME: | 7:00AM-9:00PM |
| VENUE: | SMU lab |
| ATTENDEES: | Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: | |

2. MEETING RECORDS

| NO | ITEM | REQUESTED /REPORTED BY | ACTION BY |
|----|---|------------------------|-----------|
| 1. | <p>Clarifications: Visa patient - still need recommended screenings in profile page?</p> <p>Email template - allow user to rename template name Uploaded file will have default name template1.doc To clarify with client: Upload format Print out email in pdf required? Or just sending to user's email</p> <p>To rename "Send email to me" to "Send email to admin@ulink.com(whoever is logged in)"</p> <p>After Generating analysis result, what should be the next step? To make analysis more in depth</p> <p>KIV - Invoices and Accounting Analysis</p> | NAB | Team |
| 2. | <p>To do by Sunday:</p> <p>Sean:</p> | Team | |

[illegible]

The meeting was adjourned at 9:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin
Reviewed/Edited by: Nabilah Banu
Date: 29th December 2016