

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	10 th Sponsor Meeting
DATE:	23 th February 2017
TIME:	4:30PM – 6:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Chien Shuyan (SY), Nabilah Banu (NAB), Linda Siow
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Meeting Information: For fetching of data from Zoho: Ensure that external database supports API: https://www.zoho.com/crm/help/api/getrecords.html https://www.zoho.com/crm/help/api/ Export for draft email should include columns name gender email Difference between Zoho and URS reports ZOHO: choose a column and shows number but not comparison URS: shows a date range, allows easy comparison Questions to ask:	Client	Team
	 Get access to their Zoho account to see their database/ get the staff to access it and show us Relevant screenings are highlighted in excel file Xfactor Cancer patients are returning patients unlike patients who are here for one time surgeries / one time checkups because the latter group of people are healthier and hence do not need to 	Team	SK Nab



NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	apply additional appointments. We cannot gauge the return rate / increase the return rate.		
7.	Meeting ended at 6.30pm. Next meeting with sponsor will be on 9 March.		INFO

The meeting was adjourned at 6:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin/Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 23 February 2017