

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	5 th Internal Meeting
DATE:	24 th October 2016
TIME:	12:00PM-7:00PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<u>Agenda</u> Integration (SK, NIC) Develop test cases (SY) Create User Testing 1 instructions (NAB, KX)	KX	INFO
2.	User Testing 1 is confirmed to be done on 28 October. Core functions will have to be deployed and tested.	KX	INFO
3.	The meeting ended at 7:00pm. Next internal meeting will be held on 31 October 2016 to prepare for Acceptance presentation.	KX	INFO

The meeting was adjourned at 7:00pm. 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: Nicole Goh

Date: 24th October 2016