

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	12 th Sponsor Meeting
DATE:	21 st March 2017
TIME:	4:00PM – 5:30PM
VENUE:	Ulink Assist Pte Ltd
ATTENDEES:	Teh Kaixin (KX), Chien Shuyan (SY), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Linda Siow
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<p>Meeting Information:</p> <p>Agenda: UT 4</p> <p>Xfactor</p> <ul style="list-style-type: none"> • Group A Target • Male: Colonoscopy *Choose 25 clients • Female: Pap *Select all • Group B Non-targeted • Male: Colonoscopy • Send to clients in excel file , rmb to include link <p>Sponsor feedback</p> <ul style="list-style-type: none"> • Send to Supervisor <p>Domain name</p> <p>AWS - Send Linda account creation details</p> <p>To improve on:</p> <p>Client List – Sort according to ABC</p> <p>Navigation bar change to darker color</p> <p>Change view screenings to recommend screenings</p> <p>Calendar - change calendar drop down</p>	Client	Team
		TEAM	TEAM

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
	Sean work on live database Export function - tables, data label, screenings - client list in excel Bug: %sign - cannot send email		
7.	Meeting ended at 5.30pm.		INFO

The meeting was adjourned at 5:30pm. 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: 21st March 2017