

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	16 <sup>th</sup> Internal Meeting
<b>DATE:</b>	28 <sup>th</sup> February 2017
<b>TIME:</b>	2:00pm – 4:00pm
<b>VENUE:</b>	LKS Library Booth
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<p>Information:</p> <p>Shift export function to iteration 12</p> <p>-Work on bugs fixing</p> <p>SY to test and send list of bugs</p> <p>Before our next meeting Tuesday</p> <p>Client list – filter by alphabets</p> <p>Sean to research on linking database to zoho</p> <p>SY to test and send list of bugs</p> <p>Before our next meeting Tuesday</p> <p>Next meeting:</p> <p>9<sup>th</sup> thurs 1030 or 10<sup>th</sup> Friday 2pm</p> <p>Sponsor meeting – SY / SK / KX</p> <p>3rd April Handover Date</p>	TEAM	<p>INFO</p> <p>SK/NIC/NAB</p> <p>SY</p>
2.	The meeting ended at 4:00pm.	TEAM	INFO



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The meeting was adjourned at 4:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 28<sup>th</sup> February 2017