

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	6 <sup>th</sup> Internal Meeting
<b>DATE:</b>	31 <sup>th</sup> October 2016
<b>TIME:</b>	12:00PM-5:00PM
<b>VENUE:</b>	Ulink Assist Pte Ltd
<b>ATTENDEES:</b>	Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC)
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<u>Agenda</u> Preparation for Acceptance Test deployed application after changes are made Market Research	KX	INFO
2.	Finalised timeline and scope for acceptance. Go live date on 15 February 2017. Iteration 3 functions -User -Services and Price List (CRUD) -Test Cases for Iteration 3 functions	KX	Team
3.	The meeting ended at 5:00pm. Acceptance presentation is on 4 November at 4pm.	KX	INFO

The meeting was adjourned at 5:00pm. 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: 31<sup>st</sup> October 2016