

## MINUTES OF MEETING

### 1. MEETING INFORMATION

<b>SUBJECT:</b>	11 <sup>th</sup> Sponsor Meeting
<b>DATE:</b>	9 <sup>th</sup> March 2017
<b>TIME:</b>	4:30PM – 5:30PM
<b>VENUE:</b>	Ulink Assist Pte Ltd
<b>ATTENDEES:</b>	Teh Kaixin (KX), Chien Shuyan (SY), Sean Kwok (SK), Linda Siow
<b>ABSENT WITH APOLOGIES:</b>	

### 2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	<b>Meeting Information:</b> Connecting database will require credentials  To try hosting on Usonyx if possible  Doctors and recommended screenings is not advisable to be included in emails sent out.  X-factor Links to google form will be included in emails sent out to track responses.  UT will be on 21 <sup>st</sup> March.	Client	Team
7.	Meeting ended at 5.30pm. Next meeting with sponsor will be on 21 March.		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: 7 March 2017