Minutes of Meeting

# Meeting Information

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| SUBJECT: | 19th Internal Meeting |
| Date: | 28th March 2017 |
| Time: | 12:00pm – 6:00pm |
| Venue: | Li Ka Shing Booth 4.1 |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Chien Shu Yan (SY), Sean Kwok (SK), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | Information:  Internal Meeting Minutes 12-6pm  Live Database is working  Handover date: TBC  Final X factor:  At least 50% targeted clients’ responses to Screenings recommendation email compared to non-targeted clients’  Sean   1. add in data labels for export function 2. Complete export excel function 3. KPI export function not working 4. Ranking report   Nab   1. text editor   Nic   1. Change Nav Bar to darker color 2. Sort clients in to alphabetical order | TEAM | INFO |
| **2.** | The meeting ended at 6.00pm. | TEAM | INFO |

The meeting was adjourned at 6:00pm. 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: Teh Kaixin

Date: 28th March 2017