Minutes of Meeting

# Meeting Information

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| SUBJECT: | 5th Internal Meeting |
| Date: | 24th October 2016 |
| Time: | 12:00PM-7:00PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC) |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
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| **1.** | Agenda  Integration (SK, NIC)  Develop test cases (SY)  Create User Testing 1 instructions (NAB, KX) | KX | INFO |
| **2.** | User Testing 1 is confirmed to be done on 28 October.  Core functions will have to be deployed and tested. | KX | INFO |
| **3.** | The meeting ended at 7:00pm. Next internal meeting will be held on 31 October 2016 to prepare for Acceptance presentation. | KX | INFO |

The meeting was adjourned at 7:00pm. 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: 24th October 2016