Minutes of Meeting

# Meeting Information

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| SUBJECT: | 6th Internal Meeting |
| Date: | 31th October 2016 |
| Time: | 12:00PM-5:00PM |
| 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  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: 31st October 2016