Minutes of Meeting

# Meeting Information

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| SUBJECT: | 16th Internal Meeting |
| Date: | 28th February 2017 |
| Time: | 2:00pm – 4:00pm |
| Venue: | LKS Library Booth |
| 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:  Shift export function to iteration 12  -Work on bugs fixing  SY to test and send list of bugs  Before our next meeting Tuesday  Client list – filter by alphabets  Sean to research on linking database to zoho  SY to test and send list of bugs  Before our next meeting Tuesday  Next meeting:  9th thurs 1030 or 10th Friday 2pm  Sponsor meeting – SY / SK / KX  3rd April Handover Date | TEAM | INFO  SK/NIC/NAB  SY |
| **2.** | The meeting ended at 4:00pm. | TEAM | INFO |

The meeting was adjourned at 4:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 28th February 2017