Minutes of Meeting

# Meeting Information

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| SUBJECT: | 17th Internal Meeting |
| Date: | 7th March 2017 |
| Time: | 2:00pm – 4:00pm |
| Venue: | SIS GSR 2-6 |
| 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:  Integration after bug fixes  Fill up project details and finalise poster for supervisor review  SY to do testing after integration  Nab and Nic to work on export function  Things to clarify with sponsor on Thursday:   * Can we use Ulink's domain name? * Access to Zoho database * Usonyx hosting web application to replace AWS   Midterm feedback  Should include the doctor and clinic details be included in screenings recommendation email?  Should we allow CRUD doctors and respective clinics based on screenings?  XFactor – to continue sending out screenings to the rest of the clients | TEAM | INFO  KX  SY  Nab/Nic |
| **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: 7th March 2017