Minutes of Meeting

# Meeting Information

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| SUBJECT: | 10th Sponsor Meeting |
| Date: | 23th February 2017 |
| Time: | 4:30PM – 6:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Chien Shuyan (SY), Nabilah Banu (NAB), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | **Meeting Information:**  For fetching of data from Zoho:  Ensure that external database supports API: <https://www.zoho.com/crm/help/api/getrecords.html>  <https://www.zoho.com/crm/help/api/>  Export for draft email should include columns   * name * gender * email   Difference between Zoho and URS reports  ZOHO: choose a column and shows number but not comparison  URS: shows a date range, allows easy comparison  Questions to ask:   * Get access to their Zoho account to see their database/ get the staff to access it and show us * Relevant screenings are highlighted in excel file * Xfactor   + Cancer patients are returning patients unlike patients who are here for one time surgeries / one time checkups because the latter group of people are healthier and hence do not need to apply additional appointments. We cannot gauge the return rate / increase the return rate. | Client  Team  Client | Team  SK  Nab |
| **7.** | Meeting ended at 6.30pm. Next meeting with sponsor will be on 9 March. |  | INFO |

The meeting was adjourned at 6:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Teh Kaixin/Chien Shu Yan

Reviewed/Edited by: Teh Kaixin

Date: 23 February 2017