Minutes of Meeting

# Meeting Information

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| SUBJECT: | 11th Sponsor Meeting |
| Date: | 9th March 2017 |
| Time: | 4:30PM – 5:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Chien Shuyan (SY), Sean Kwok (SK), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | **Meeting Information:**  Connecting database will require credentials  To try hosting on Usonyx if possible  Doctors and recommended screenings is not advisable to be included in emails sent out.  X-factor  Links to google form will be included in emails sent out to track responses.  UT will be on 21st March. | Client | Team |
| **7.** | Meeting ended at 5.30pm. Next meeting with sponsor will be on 21 March. |  | INFO |

The meeting was adjourned at 5:30pm. 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: 7 March 2017