Minutes of Meeting

# Meeting Information

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| SUBJECT: | 12th Sponsor Meeting |
| Date: | 21st March 2017 |
| Time: | 4:00PM – 5:30PM |
| Venue: | Ulink Assist Pte Ltd |
| Attendees: | Teh Kaixin (KX), Chien Shuyan (SY), Nicole Goh (NIC), Nabilah Banu (NAB), Sean Kwok (SK), Linda Siow |
| ABSENT WITH APOLOGIES: |  |

# Meeting Records

| No | ITEM | REQUESTED  /REPORTED BY | Action BY |
| --- | --- | --- | --- |
| **1.** | **Meeting Information:**  Agenda:  UT 4  Xfactor   * **Group A Target** * Male: Colonoscopy \*Choose 25 clients * Female: Pap \*Select all * **Group B Non-targeted** * Male: Colonoscopy * Send to clients in excel file , rmb to include link   Sponsor feedback   * Send to Supervisor   Domain name  AWS - Send Linda account creation details  To improve on:  Client List – Sort according to ABC  Navigation bar change to darker color  Change view screenings to recommend screenings  Calendar - change calendar drop down  Sean work on live database  Export function - tables, data label, screenings - client list in excel  Bug:  %sign - cannot send email | Client  TEAM | Team  TEAM |
| **7.** | Meeting ended at 5.30pm. |  | 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: 21st March 2017