

## Project Sponsor Meeting Minutes #4

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**Date / Time** 05<sup>th</sup> Feb 2018, 11am to 5pm

**Venue** LS-2 Office

**Attendees** Jonathan Low, Soma Mok, Song Yea Ram  
Ms Tan Wei Li, Mr Dennis Tan, Mr Rick

**Agenda**

1. To clarify how revenue figures are updated when project is extended
2. To clarify discrepancies on "Client\_Listing.doc".
3. To clarify doubts we have regarding "Project\_Listing.doc".

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<i>S/N</i>	<i>Notes / Task</i>	<i>Follow-up Action</i>	<i>Actor(s)</i>
1.	<ul style="list-style-type: none"> <li>• Clarified with the procurement manager that purchase of items prior to project commencement relates to purchases for the first month</li> </ul>	<ul style="list-style-type: none"> <li>• Categorise "Purchase_Order.doc" into the relative project sites and items</li> </ul>	Soma, Jonathan
2.	<p>Mr Dennis explained to us the following points regarding the "Headcount.doc"</p> <ul style="list-style-type: none"> <li>• Off-day replacement is contract dependent</li> <li>• CPF is only calculated from local workers</li> <li>• Foreign workers can be identified by the NRIC number</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up the "Pay_Profile.doc"</li> </ul>	YeaRam

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