

Date	Wednesday, 11/04/2018
Time	3:00 pm – 5:00 pm
Venue	DHL Meeting Room 304
Attendees	Tan Yong Jin, Wu Wei, Wang Miaoqiong DHL: Ms Viviane
Agenda	Final Handover

S/N	Item Discussed	Remarks
1	Database	Provided the copy of the database file to Ms. Viviane for her IT department to receive the database
2	User Guide	Presented the user guide to Ms Viviane and explained in detail the usage of the report done up in Power BI
3	Report	Insights previously done up in Tableau were transferred into the Power BI report. Ms Viviane checked the values presented the report to ensure accuracy. No error was detected during the test.

The final handover was conducted successfully. The meeting adjourned at 5pm.

Prepared by,

Tan Yong Jin

Vetted by,

Wang Miaoqiong

Wu Wei