

Title: Client Meeting 2

Date: 10/1/2018

Time: 1630Hrs – 1700Hrs

Venue: Location Withheld

Participants: Ong Geok Ting, Denise (Marketing), Yu Mei (Data), Claire Lee (Agent Success Manager)

Minutes Prepared By: Ong Geok Ting

1.0. Agenda

- Signing of NDA form
- Understanding Dataset provided
- Kick-off Project

2.0. Discussion

| S/n | Issue | Action | By | Due |
|-----|--|--|----------------|---------|
| 1 | Yu Mei shared meta-dataset with Ong and explained each variable to her which includes: User ID Session no. Enquires received Listing – organic and sync Subscription plan Co-broke request | - | - | - |
| 2 | Claire explained co-broke request to be enquires from other agents to seek to work together | - | - | - |
| 3 | Denise explained that they want to focus on agents to see how we can increase their engagement with these agents which can ultimately bring about more conversions (enquired made) | - | - | - |
| 4 | Signing of NDA form | - | Yu Mei | - |
| 5 | Allowing team to access the data | Shared through Google Drive | Yu Mei | 10/1/18 |
| 6 | Establish project deliverables should include a visual representation of results on Google Data Studio | - | - | - |
| 7 | Ong requested time to share the data with team and study them before coming back with questions and project proposal for REO. | Team to consolidate questions and send REO | Pang, Ong, Tan | 17/1/18 |

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| | | Project Proposal | | |
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3.0. Other Business

- None