

Date	Friday, 23/02/2018
Time	9:30 – 12:40
Venue	LKS Lib proj. 4-14
Attendees	Tan Yong jin, Wu Wei, Wang Miaoqiong
Agenda	1. Working on output0, output1, output 3 In this meeting, we mainly focus on building excel output in PowerBI

S/ N	Item Discussed	Remarks
1	Output0 Person in charge: Tan Yong Jin	Polish output0
2	Output1 Person in charge: Wu Wei	Constructing output1. During the process, wuwei found that the formula is not precise, need to discuss with Viviane.
3	Output3 Person in charge: Miaoqiong	Output3 needs to join both ODD and OPMS data, however, the join result is incorrect, need to confirm with Viviane and discuss what column can be used as the join criteria.

Prepared by,

Wang Miaoqiong

Vetted by

Tan Yong jin and Wu Wei