

Date: 14 April 2016**Time:** 2.30pm to 3:30pm**Venue:** At a local multinational supply chain and logistics company
Level 3
Spark Room

Attendees:	Mr Govind	– Executive, Process Improvement (Automation)
	Mr Khoo	– Head, Operations Innovation & Development
	Miss Shen	– Executive, Operations Innovation & Development
	Leong Junkang, Gabriel	– Team Skulptors Member
	Tan Siying	– Team Skulptors Member
	Zhou Xuanyi	– Team Skulptors Member

Absentees: NIL**Agenda:** 1. Mock final presentation to sponsors.**Discussion:**

1. Mock presentation rehearsal
 - a. Remove warehouse company name from presentation slides before upload to wiki.
 - b. Remove warehouse company name from report.
 - c. Replace project timeline image.
 - d. Take away the company name from inbound dashboard tab.
 - e. Change code for mouse of data to be 2 decimal points.
 - f. Add in ABC logic 50-20-30 for report.
 - g. Import pop up “X” image in search function into code.

Action Items:

No.	Task	In-charge	Due date
1	Preparation for final presentation.	Team Skulptors	15 April 2016
2	Changes to poster.	Team Skulptors	17 April 2016
3	Changes to final report.	Team Skulptors	17 April 2016
4	Allocate date and time for hand takeover of codes.	Team Skulptors	17 April 2016

The meeting was adjourned at 03.30pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Leong Junkang, Gabriel

Vetted and edited by,

Tan Siying

Tan Siying