SPONSOR MEETING 1

Date	23 January 2017
Time	2pm to 4:00pm
Venue	KTPH
Attendees	Tan Lay Cheng (Sponsor)
	Michael Xue Ming (In-charge of data cleaning and report generation)
	Wei Xiaoxin
	Wu Di
	Zheng Xiye
Absentees	nil
Agenda	1. Gather project requirements

AGENDA

No.	Task	Follow-up
1	**Gather project requirements** ✓ Lay Cheng told us that automation for data cleaning and report generation would add great value to KTPH as currently it took them about 2-week time to manually verify the data and prepare the reports. ✓ We then signed the confidential letters and handed in photocopies of our IC. ✓ Michael went through the procedures for data cleaning for AE, OP, PD and SOC file with us. He told us if there was any suspicious data, we could just add one "verification" column in the end and specified the reason. We asked him how we should prioritize the task, and he told us that the data cleaning for SOC file was the most difficult one as it involved a lot of rules and checking, hence we should start working on	1. Send follow-up email

| | | SOC file first. | |
| | ✓ | Michael told us we could complete the project in 2 phases: data cleaning in first phase and report preparation in second phase. He passed us the raw data for AE, OP, PD and SOC files of Dec-2016. Michael also passed us the hardcopies for data cleaning procedures. | |

The meeting was adjourned at 4:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Xiaoxin

Vetted by,

Wu Di