

Date	Friday, 23/03/2018
Time	10 am – 12pm
Venue	LKS Library Project 4.14
Attendees	Tan Yong Jin, Wu Wei, Wang Miaoqiong
Agenda	Biweekly Scheduled Meeting

S/N	Item Discussed	Remarks
1	Database handover	Ensure the database and both tables (OPMS, ODD) are ready for handover to DHL side later during the afternoon In Charge: Tan Yong Jin
2	PowerBI Report Refining	Refining the various PowerBI Reports, especially the overall dashboard tab. Ensure the figures reflected in the reports are correct and match with the provided figures by DHL In Charge: Wang Miaoqiong
3	Administrative	Prepare slides for presentation for our meeting with DHL later in the afternoon In Charge: Wu Wei

Meeting adjourned at 12pm.

Prepared by,
Wang Miaoqiong

Vetted by
Tan Yong Jin and Wu Wei