

Project Sponsor Meeting Minutes #5

Date / Time 13th Feb 2018, 10am to 4pm

Venue LS-2 Office

Attendees Jonathan Low, Soma Mok, Song Yea Ram

Agenda

1. To clarify doubts regarding the document “Jun 16 – Dec 17_Items_Purchased.xlsx”
2. To clarify doubts regarding the document “Project_Costing_Sheet” and determine if the items quantity is to be modified.

<i>S/N</i>	<i>Notes / Task</i>	<i>Follow-up Action</i>	<i>Actor(s)</i>
1.	<ul style="list-style-type: none"> • Our project Sponsor clarified some of the doubts we have for the 2 documents mentioned in the agenda 	<ul style="list-style-type: none"> • To continue working on the model now that our doubts is clarified 	Soma. Yea Ram & Jonathan
