



## TEAM HEI

### CLIENT MEETING MINUTES 09, 20 MARCH 2015

<b>Subject:</b>	Minutes 9
<b>Date:</b>	20 March 2015
<b>Time:</b>	12.00 pm
<b>Venue:</b>	Ministry of Manpower
<b>Secretary:</b>	Jasmine Lin Qianru

#### Attendees:

1. Eyung Lim
2. Lu Shanshan (Product Owner)
3. Chloe Lim
4. Kong Yu Ning
5. Ngoh Jun Dat
6. Jasmine Lin Qianru
7. Keith Tan Xiang Wei
8. Chester Chiew Wei Hong

#### Meeting Agenda:

1. Walkthrough of apparatus
2. Question & Answer
3. MOM UT 4

#### Planned Agenda

##### 1. Walkthrough of Application

1.1. The team did a walkthrough of the application to the Ministry of Manpower

##### 2. Question & Answer

2.1. One of the personnel asked if the sender is able to keep their email anonymous. Yu Ning replied that the sender is not able to do so, and it would make business sense to be so because a recipient would not open emails if the recipient email is something which they do not recognize.

2.2. One of the personnel also asked if the system is able to support the tracking of sms, to which we reply that it is not within the scope of our project

2.3. One of the personnel raised a salient point that the system should allow different permutations of subject line and content type test in the same campaign to allow a more wholesome comparison.

**3. MOM UT 4**

**3.1.** The MOM confirmed with us the details of the UT4 which is as illustrated below:

**3.2.** Use Case: To understand whether the MOM staff read the emailers which the publications department send to them

**3.3.** Non-restricted information

**3.4.** Staff strength: 1700 recipients (Run in 3 different campaigns)

**3.5.** Duration of test : 1 week

**4. To-Do**

**4.1.** Update our email server and send Jace from MOM a test email on Monday to do a Spam/Junk mail test

**Action Items:**

Task	Member in-charge
Upgrade email server and send Jace from MOM a test email	Chester

The meeting was adjourned at 3.40 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by,**

Kong Yu Ning

**Vetted and edited by,**

Keith Tan Xiang Wei