Date:	15/11/2017 (Thurs)
Time:	4.00pm - 5.00pm
Venue:	Ang Mo Kio Thye Hua Kwan Hospital HR Meeting Room
Attendees:	Team PlusMinus: Tan Wei Hong Eugene Low Wen Jun (Belynda) Gwee Wei Ling Tan Ming Kwang Rafid Aziz Mario Yeremia AMKTHKH: Edy Chandra (IT) Raymond (HR) Sindy (HR) Frank (HR)
Agenda:	- Demo of LearnHub - Handing over of Documents - Handing over of codes

	To-Do	Assignment	Due Date
1	Create 3 Superusers account to Client for both UAT and Live: - Frank - Sindy - Raymond - Edy	Rafid	22 Nov 2017

	Things Discussed	Conclusion/To-Do
1	**Demo of LearnHub**	Did a run through of the portal prior to the start of Handover to introduce to AMKTHK about the portal. You can access the Portal here: http://learnhub.amkh.org.sg/learnhubuat/home.aspx Did a basic introduction of the portal alongside with what the individual users should be seeing/be experiencing in the upcoming UAT.

2	Individual/Group Training Request Form is hidden in the codes. Not fully functional - in beta phase. Emailed the handover documents to Client via wetransfer.com Drag and Drop function: - HTTPS cannot perform drag and drop function to reorder message - HTTP can - Client say this is minor issue, if team have time, can set an ordering message function to label the sequence. If there's insufficient time, leave it.	
3	**Project Handover signoff document** This document is sent via email to client to be signed. 1. Scanned copy to be given to Project Manager - Low Wen Jun **before 22 Nov 2017.** 2. Actual physical copy to be given on 22 Nov 2017 **Last day to touch server for x Factor:** Monday 20 Nov 2017	

The meeting was adjourned at 5.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,
Low Wen Jun