



TEAM HEI

CLIENT MEETING MINUTES 08, 24 FEBRUARY 2015

Subject:	Minutes 08
Date:	24 February 2015
Time:	11.00 am
Venue:	IDA
Secretary:	Jasmine Lin Qianru

Attendees:

1. Eyung Lim
2. Chloe Lim
3. Kong Yu Ning
4. Ngoh Jun Dat
5. Jasmine Lin Qianru
6. Keith Tan Xiang Wei
7. Chester Chiew Wei Hong

Meeting Agenda:

1. Progress update
2. Deliverables check
3. Go through Midterm presentation slides

Planned Agenda

1. Follow-Ups from Previous Meeting

- 1.1. The team proposed to discuss about the possibility of dropping the “drag and drop” functions in the subsequent client meeting after midterm review.
- 1.2. Eyung second the suggestion.

2. Midterm Slides Review

- 2.1. The team went through the midterm presentation slides with IDA
- 2.2. Chloe pointed out that the learning outcomes was too wordy, and suggested to make it shorter to make it easier for the audience to read.
- 2.3. Eyung mentioned that apparatus is already considered a live application given that it is deployed in the government-owned amazon cloud instance.

3. Action Item

- 3.1. Jun Dat is to send Eyung an email to solicit his feedback for the team for the

midterm presentation.

Action Items:

Task	Member in-charge
Send email to Eyung to solicit midterm feedback	Jun Dat

The meeting was adjourned at 11.40 am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Ngoh Jun Dat

Vetted and edited by,

Kong Yu Ning