

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	15/02/2019	Time:	1530 – 1700
Meeting Facilitator:	Liting	Location:	SIS GSR 2-3

1. Meeting Objective

1. Update on Progress
2. Potential project scope
3. Go thru UT Documents
4. Change Management

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghavendar Gowri Sankar	Absent	Sick
Mok Hao Ze Benjamin	Present	-
T S Kautham	Present	-

3. Pre-work/Preparation (Documents/Handout to bring, reading materials, etc)

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
<u>Update on Progress</u> <ul style="list-style-type: none">- <u>Fund Transfer Module</u><ul style="list-style-type: none">o Done, except validation bug (doesn't affect the functionality)- <u>Accounts Module (Transaction History)</u><ul style="list-style-type: none">o Display the transaction history by 15feb nighto Overview page by 16 Feb night- <u>Bill Payment</u><ul style="list-style-type: none">o Completed, left validation bug (doesn't affect the functionality)o Need to remove duplication from API- <u>Project Management</u><ul style="list-style-type: none">o Slides done, left with UT summary- <u>TIBCO (Batch standing instruction)</u><ul style="list-style-type: none">o Done but need to test.	Liting

Potential Project Scope <ul style="list-style-type: none"> - <u>Advanced Transfer Module</u> <ul style="list-style-type: none"> o Enable transfer in different currencies for the whole tBank o “Edit” for standing instruction, future and recurring transfer 	Liting
Go thru UT documents <ul style="list-style-type: none"> - Remove all the transaction history testing - Include future and recurring transfer 	Liting
Change Management <ul style="list-style-type: none"> - <u>Customer Preference Function</u> <ul style="list-style-type: none"> o Based on the old tbank, customer preferences go under marketing promotion module. 	Liting

5. Action Item		
Action	Owner	Due Date
Transaction History, Homepage Overview and Logo	Raghav & Theva	16 th Feb 2019
UT documents + Wiki	Liting	16 th Feb 2019
Make the necessary changes in Wiki	Liting	17 th Feb 2019
UT Feedback	Everyone	18 th Feb 2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	01/03/2019
Time	1530-1700
Location	SIS GSR 2-3
Objective	Process update on coding and PM