

TEAM R&I

Client Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	12/10/2018	Time:	1530 - 1630
Meeting Facilitator:	Liting	Location:	SIS GSR 3-4

1. Meeting Objective

1. Go through Paper Prototype for Dual Currency Deposit
2. Weekly update on our progress

2. Attendees

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

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

Description	Prepared By:
Paper Prototype for Dual Currency Deposit	Rachel and Theva
Proposal	Liting

4. Agenda and Notes, Decision, Issues

Topic	Owner
<u>Paper prototype for Dual Currency Deposit</u> <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Client approved the layout except for line chart• Required to calculate early termination fee	Rachel
<u>Weekly Update</u> <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Backend has started xsd schema creation for Account_DCD• Go through Proposal with Prof Alan<ul style="list-style-type: none">○ Finalizing the scope and project description	Liting

5. Action Item

Action	Owner	Due Date
Come up with early termination fee calculation	Theva and Rachel	17 th October 2018

Complete the skeleton Layout for Account_DCD	Benjamin, Raghav, Kautham	17 th October 2018
Proposal update	Liting	17 th October 2018
Update on FYP Wiki Page	Liting	Until Acceptance

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	19/10/2018
Time	1530 - 1630
Location	SIS GSR 3-4
Objective	Weekly update