

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	19/02/2019	Time:	1900 -2100
Meeting Facilitator:	Liting	Location:	LKS PR 4-15

1. Meeting Objective

1. Acceptance Slides
2. Acceptance Demo

2. Attendees

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

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

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
Acceptance Slides <ul style="list-style-type: none">- Change the person- Zoom in on the changes for project schedule- Change color for the bug metric	Liting
Schedule <ul style="list-style-type: none">- Planned Iteration 12- Fill in the actual schedule for each in-charge module	Everyone
After Acceptance <ul style="list-style-type: none">- Fund transfer change to tab form	

5. Action Item		
Action	Owner	Due Date
Acceptance Slides	Liting	20 th Feb 2019
Schedule	Everyone	20 th Feb 2019
After Acceptance	Everyone	23th Feb 2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	21/01/2019
Time	1300-1600
Location	LKS PR 4-16
Objective	Process update on coding and PM