

TEAM R&I

Client Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	19/08/2019	Time:	19:00 – 22:00
Meeting Facilitator:	Liting	Location:	SIS MR 4-7

1. Meeting Objective

1. Testing on Client’s Server

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	Present	-

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

Description	Prepared By:
-	-

4. Agenda and Notes, Decision, Issues

Topic	Owner
<p>Testing on Client’s Server</p> <ol style="list-style-type: none"> 1. Transaction History Date is not sorted accordingly. 	

Transfer to Payee

Source Account
Name: 0000005645

Payee Account
000004917

Amount (A small fee will be deducted)
1

Amount to be deducted: USD \$1 (USD \$1.00)

Source account balance not sufficient - 1

Description
Title

Transaction Type
Monthly

<p>Handover Document By 30 August 2019 (1 week after our Finals Presentation)</p> <ul style="list-style-type: none"> - Developer guides - Codes and its architecture - Extension (Echarts and many more) 	<p>Benjamin & Liting</p>
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5. Action Item		
Action	Owner	Due Date
Debugging (all the above)	Rachel & Benjamin	21/8/2019
Handover Document	Everyone	25/8/2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	-
Time	-
Location	-
Objective	-