

Client Meeting Minutes #14

Meeting Date	18 November 2016
Meeting Time	1500-1700
Mode	Physical
Internal?	With Mr. Soh
Members Present	All
Agenda	<ol style="list-style-type: none">1. Wrap up Project StockBook2. Tie up loose ends such as handover3. Final run through of all financial related calculations
Meeting Minutes	<ul style="list-style-type: none">• Explained every feature to Mr. Soh and did a run through – Mr. Soh is extremely satisfied with outcome• Briefed Mr.Soh on what is going to happen on Final Presentation Day• Got Mr. Soh’s feedback of the team’s performance and how we have evolved• Tie up certain loose ends such as financial terminologies
Upcoming To Dos	<ul style="list-style-type: none">• Fix minor bugs such as financial terminologies• Prepare for Final presentation

The meeting was adjourned at 5.00pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,
Eustace Zheng

Vetted and edited by,
Tay Jing Ying