

Client Meeting Minutes #5

Meeting Date	01 July 2016
Meeting Time	1430-1500
Mode	WhatsApp call
Internal?	With Mr. Soh
Members Present	Jing Ying, Eustace, Alex & Chong Yong
Agenda	1. Discuss about the new functionalities which client wants to add to the project
Meeting Minutes	<ul style="list-style-type: none">• Understood more about the new requirements and what the client is expecting• Discussed on the issues that we might have with the new functionalities
Upcoming To Dos	<ul style="list-style-type: none">• Discuss with the team regarding the new functionalities and update client again on whether we are accepting the new changes

The meeting was adjourned at 3.00pm. These minutes will be circulated and adopted if there are no amendments in the next day.

Prepared by,
Tay Jing Ying

Vetted and edited by,
Alex Tiang