

Client Meeting Minutes #1

Meeting Date	29 January 2016
Meeting Time	1500-1700
Mode	Physical
Location	UOB Kay Hian, Singapore
Internal?	With Mr. Charlie Soh
Members Present	All members were present
Agenda	<ol style="list-style-type: none">1. Find out more about Mr. Soh's requirements and expectations for the project2. Discuss about the functionalities of the project
Meeting Minutes	<ul style="list-style-type: none">• Understood more about the requirements of the project and what is the expected outcome
Upcoming To Dos	<ul style="list-style-type: none">• To further discuss about each requirement and have an internal meeting to decide on whether we should take up this project

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,
Tay Jing Ying

Vetted and edited by,
Eustace Zheng