

## TEAM R&I

### Client Meeting Agenda

<b>Meeting/Project Name:</b>	2018T2 R&I		
<b>Date of Meeting (DD/MM/YYYY):</b>	29/07/2019	<b>Time:</b>	19:00 – 21:00
<b>Meeting Facilitator:</b>	Liting	<b>Location:</b>	SIS MR 4-7

#### 1. Meeting Objective

1. Ngee Ann Polytechnic Lab Session
2. Discussion

#### 2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghavendar Gowri Sankar	Absent	Reservist
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
<b><u>Ngee Ann Polytechnic Lab Session</u></b> <ol style="list-style-type: none"><li>1. <u>Details needed to pay attention</u> Settlement Account is in USD and Base Currency is in SGD. FX Forward settlement account id = base currency Loan will be approved immediately on that day (Script written in SQL).</li><li>2. <u>Things needed to prepare</u> Slips of information is needed to give to the students<ul style="list-style-type: none"><li>- Contain group name</li></ul></li></ol>	Liting
<b><u>Discussion</u></b> <ol style="list-style-type: none"><li>1. <u>FX Forward</u><ol style="list-style-type: none"><li>a. FX Forward should have quote currency and base currency.</li><li>b. Period only for 1,3,6,12</li><li>c. Is there a minimum or maximum amount for FX Forward?<ol style="list-style-type: none"><li>i. 50000, 1000000.</li></ol></li></ol></li></ol>	

<ul style="list-style-type: none"> <li>d. Need to change settlement account naming to base currency account.</li> </ul> <p>2. <u>Client Management</u></p> <ul style="list-style-type: none"> <li>a. Separate cart for now, and if there is remaining time, can try to combine them.</li> </ul>	
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5. Action Item		
Action	Owner	Due Date
SQL Script for account creation and loan approval	Kautham	31/7/2019
Administrative stuff for X-Factor (Group Id, Lab and Session)	Liting	31/7/2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	05/08/2019
Time	1900 - 2000
Location	SIS GSR 3-1
Objective	Weekly Update