

TEAM R&I

Internal Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	01/02/2019	Time:	1530 – 1700
Meeting Facilitator:	Liting	Location:	SIS GSR 2-3

1. Meeting Objective

1. Update on Progress
2. Change of Scope

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Present	-
Teng Shu Yan Rachel	Absent	Sick
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
Update on Progress <ol style="list-style-type: none">1. Bill Payment<ol style="list-style-type: none">a. Immediate bill payment is workingb. GIRO is working but planning to improve on functionalitiesc. Future payment API done but need include remove function.2. Fund Transfer<ol style="list-style-type: none">a. Bug fixing based on huixian feedback and alan comments)3. Tibco (Batch Standing Instruction)<ol style="list-style-type: none">a. Need ask for assistance (Unable to proceed)4. Project Management<ol style="list-style-type: none">a. Left with acceptance slides and chart update	Liting
Change of Scope <ol style="list-style-type: none">1. Fund Transfer scope shift to Bill Payment<ol style="list-style-type: none">a. GIRO Transfer and Standing Instruction change to Bill Payment	Liting

<p>2. Batch Standing Instruction</p> <p>a. Verify if DCD account's maturity date has reached at specific timing and trigger interest payout</p>	
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5. Action Item		
Action	Owner	Due Date
Change of Scope	Liting	02/02/2019
Authentication Module	Rachel	04/02/2019
Tibco (Batch Standing Instruction)	Kautham	09/02/2019
Fund Transfer Module + Accounts Module (Transaction History)	Raghav & Theva	09/02/2019
Acceptance Slides	Liting	11/02/2019
Improve interest rate for DCD	Rachel	3/02/2019

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	08/02/2019
Time	1530-1700
Location	SIS GSR 2-3
Objective	Process update on coding and PM