

**Team éXi**

Meeting Minutes

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| Subject | Client Meeting Minutes 01 |
| Date | 2 June 2018 |
| Time | 14:00 – 16:00 |
| Venue | Stepping Stones Learning Centre, Bukit Panjang Branch |

Attendees

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| --- | --- |
| Name | Attendance |
| Moh Moh San | Present |
| Riana | Present |
| Tang Hui Xin | Present |
| Thet Thet Yee | Present |
| Loo Wei Hua Shawn | Present |
| Zang Yu | Present |
| Adam (Stepping Stones Learning Centre) | Present |
| Ben (Stepping Stones Learning Centre) | Present |

Meeting Agenda

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| Agenda |
| 1. Introduction of Team to the Sponsor

Summary of Discussion* Brief Introduction of the team members and our objectives to the Sponsor
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| 1. Introduction to the centre’s operations

Summary of Discussion* Sponsor gave us an insight on the tasks carried out in the centre
* We received the various templates (Curriculum Calendar, Financial Report excel, Receipts)
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| 1. Clarification of Sponsor Requirements

Summary of Discussion* Clarified existing doubts regarding requirements communicated through WhatsApp previously
* Clarified formulas for calculating tutor payments
* Clarified the specific period in which SMS Reminders are to be sent out
* Had a brief understanding of how the Curriculum Calendar is being planned and the frequency of creating a new Calendar
* Visiting problems faced by the centre that were previously not mentioned
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| 1. Updating Sponsor of the ideas generated by the team

Summary of Discussion* Updating the Sponsor about the various functionalities that the team is looking to implement
* Confirmed with the Sponsor the platform to be implemented for the Mobile Application
* Informed the Sponsor of the possible costs that would be incurred during the course of the project
* Received feedback regarding certain functionalities that the team would be implementing
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Action Items

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| Action | Member Responsible | Due Date |
| - | - | - |

The meeting was adjourned at 4:00 pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared By,

Loo Wei Hua Shawn

Vetted and Edited By,

Thet Thet Yee