

Client Meeting Minutes #6

Meeting Date	11 July 2016
Meeting Time	1415-1440
Mode	WhatsApp call
Internal?	With Mr. Soh
Members Present	Jing Ying, Eustace, Alex & Chong Yong
Agenda	<ol style="list-style-type: none">1. Discuss about how to proceed with User Acceptance Test (UAT) with the client and how many real users are we able to get from the client's end
Meeting Minutes	<ul style="list-style-type: none">• Explained on what UAT is all about and the importance of it• Decided that the UAT will be done online where we will send him a document with the necessary instructions to follow
Upcoming To Dos	<ul style="list-style-type: none">• Decide on how to proceed with our UAT

The meeting was adjourned at 2.40pm. 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