

CHOCOLICIOUS CLIENT MEETING MINUTES #3

Date: 26 July 2014
Time: 7 pm
Venue: Online

Attendees: Terence (Chocolicious)
 Bala (SMUSA)

Apologies: NIL

Agenda: 1. Addition of functions
 2. Setting up of meetings with stakeholders

| | Note | Actor | Due Date |
|---|--|---|---|
| 1 | <p>Addition of functions</p> <p>E-receipts. Currently when clubs sell things (tickets, t shirts), they write a manual receipt. We should enable them to make e receipts and integrate with e payment systems, e.g. visa mpos</p> <p>Integration with E-payment systems</p> | - | - |
| 2 | <p>Setting up of meetings</p> <p>We need to come up with the expected schedule, and plan meetings we need with the end users</p> <p>Need to plan expected UAT date and expected initial roll out date</p> <p>We have to email IITS representative for help with integration with school's SAP system</p> <p>We have to email the current SMUSA finance secretary to clarify the workflow for the deposit of funds</p> | <p>Zhen Jie</p> <p>Terence</p> <p>Terence</p> | <p>14 Aug</p> <p>27 July</p> <p>27 July</p> |
| 3 | <p>Discussion</p> <p>Problem with workflow for internal transfer of funds. Bala will think of a solution and get back to us</p> <p>Need to inform client of potential development problems at the current stage</p> | <p>Bala</p> <p>Terence</p> | <p>-</p> <p>27 July</p> |

The meeting was adjourned at 8.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Terence Chu

Vetted and edited by,