

TEAM R&I

Client Meeting Agenda

Meeting/Project Name:	2018T2 R&I		
Date of Meeting (DD/MM/YYYY):	19/10/2018	Time:	1530 - 1630
Meeting Facilitator:	Raghav	Location:	SIS GSR 3-4

1. Meeting Objective

1. Weekly update on our progress

2. Attendees

Name	Attendance	Remarks
Chow Li Ting	Absent	Fever
Teng Shu Yan Rachel	Present	-
Thevakumaren S/O Morgaya	Present	-
Raghav 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:
Early Termination Fee Calculation	Rachel and Theva

4. Agenda and Notes, Decision, Issues

Topic	Owner
Weekly Update <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Backend did the skeleton layout for both create and update process• Frontend started on UI and routing on DCD• Notify Prof Alan that FYP acceptance will be on 9th November, 1530	Raghav & Rachel
Adhoc Discussion: <u>Summary of Discussion:</u> <ul style="list-style-type: none">• Removal of KYC in the Scope<ul style="list-style-type: none">○ KYC is not required in Retail Internet Banking	Raghav

5. Action Item		
Action	Owner	Due Date
Remove KYC from Scope	Liting	20 th October 2018
Finish up UI for DCD Function	Theva and Rachel	21 th October 2018
Finish up Tibco for DCD Function	Benjamin, Raghav, Kautham	21 th October 2018

6. Next Meeting (if applicable)	
Date (DD/MM/YYYY):	26/10/2018
Time	1530 - 1630
Location	SIS GSR 3-4
Objective	Update Client on our status