

Client Meeting Minutes #4

Meeting Date	12 June 2016
Meeting Time	1400-1430
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 the UI design for the stock book application2. Gather feedback on the project proposal draft which we submitted
Meeting Minutes	<ul style="list-style-type: none">• Understood more about our client's expectations on the UI of the application and explained to him our suggestion of using flat UI design• Understood more about our client's requirements and expectations of the application; and feedback with regards to our project
Upcoming To Dos	<ul style="list-style-type: none">• Update project proposal based on client's requirements and feedback

The meeting was adjourned at 2.30pm. 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,
Tan Chong Yong