



Sponsor Meeting Minutes: #1

Date/Time: 14 Feb 2018
Time: 10:00 am to 11:00 am
Venue: Pharma G Office
Participants: Cheng Zheng Yang, Ms. E.
Agenda:

1. Discussion of Project: business questions
2. Signing of NDA
3. Arranging weekly/fortnightly follow-up meetings with Sponsor
4. Moving forward

1. Discussion of Project: Business questions

Business question that we were working on: Monthly business review of the following

- 1) *How does the business performs? Did we meet our renewal rate target of 95%? Acquisition rate of 5%? Win back lost account of 30% target?*
 - 2) *How does each Telesales performs? Do they meet their call efficiency of 85% - call 85% of the target doctors in the call list? Does the call bring in revenue? Is the call list effective?*
2. Signing of NDA

As the meeting was arranged abruptly, not everyone could attend and hence we would have to get back, obtain signatures from everyone, then send the scanned copy to our sponsor for the Data files to be released.

3. Arranging weekly/fortnightly follow-up meetings with Sponsor

To update the status of the project and also for us to clarify any doubts. Every Thursday 10.30am, which is a convenient time for her team.

4. Moving forward

The plan:

- 1st month – provide data visualisation to answer the above 2 business questions.
- 2nd month – sit into the monthly business review to listen to discussions and improve on the data visualisation.
- 3rd month: Install the data visualisation files into Sponsor's own laptop for subsequent month reviews.

No.	Action	Assignor	Follow up
1.	Sign NDA	Zheng Yang	Gather signatures from everyone, including Prof. Kam ASAP (by today)