

Team Meeting 1

Date:	6 Dec 2016
Time:	6pm – 7pm
Venue:	B3 café
Attendees:	Lim Yu Xiang Bendexter Tan Jun Rong Wang Jing Xuan
Absentees:	
Agenda:	First meeting and get-to-know

No.	Details	Action By	Due Date
1	<p><u>Get-to-know</u></p> <p>Bendexter Lim:</p> <ul style="list-style-type: none"> - IS year 4, second major in Analytics (Advanced Technology) - Previous internship experiences: Revamped an entire analytics platform and assisted in market research reports for end-user IT surveys - Experienced with Java languages, database query languages and BI tools. <p>Wang Jing Xuan:</p> <ul style="list-style-type: none"> - IS year 4, second major in Analytics - Previous internship experiences: Worked with js/nodejs - Experienced with R and python. <p>Tan Jun Rong:</p> <ul style="list-style-type: none"> - Marketing year 4, second major in Analytics (Marketing) - Previous internship experiences: Raw data extraction, Excel Pivot Table, Questionnaire design for quantitative responses, Google Analytics, Google AdWords, Digital Marketing. 	All	-
2	<p><u>Understanding project requirements</u></p> <ul style="list-style-type: none"> - Discussion on possible project sponsors we could link up with via past internships and also good companies with possibly large databases - Read and understood clearly what is expected of us in this practicum 	All	

The meeting was adjourned at 7pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Agenda for next meeting

1. Discussion on dataset given by sponsor

Prepared by,
Bendexter Lim

Vetted and edited by,
Tan Jun Rong