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| Date: November 3, 2017 |
| Time: 1200 – 1400hrs |
| Location: Arup Meeting Room |
| Attended By: Josh Ho, Chris Deakin |

**Meeting Minute 02**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Establish project objectives and timeline with sponsor | Both |
| 2 | Meet up with the sponsor to discuss possible project topics and direction to take, in order to provide value to the sponsor | Both |
| 3 | Discuss on possible sources of data, be it through external or internal means | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to shared | November 11 | Both |
| 2 | Write up the possible project abstracts for sponsor to review | November 11 | Both |
| 3 | Gain permission for access to data and establish persons of contact | November 11 | Both |