Date	Tuesday, 16/01/2018
Time	3:00 pm – 4:10 pm
Venue	SMU SIS – Level 4 Sofa Area
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong
Agenda	Breakdown of task 1 and Distribute sub-tasks to all members

S/N	Item Discussed	Remarks
1	**Task Breakdown**	- After group discussion, we decided to split the tasks to everyone - Wu Wei is in charge of organizing all metadata for ODM dataset. - Yongjin is in charge of exploring SQLite and PostgreSQL - Miao Qiong is in charge of wiki update and SQL database exploration - All information will be gathered on Friday to decide the next move of our project
2	**Project Schedule**	- After meeting with professor Kam, we decided to shift our focus more on Company's Analysis report of Excel format. Thus, less time would be allocated to database building. - We plan to finish building database before next Friday so we can demonstrate our database to the client in our next client meeting

Prepared by,

Wu Wei