



Team Meeting Minutes: #2

Date/Time: 14 Feb 2018

Time: 12:00 pm to 1:30 pm

Venue: SIS

Participants: Cheng Zheng Yang, Louis Reinaldo, Pauline Lee

Agenda:

1. Discussion of Business questions provided by sponsors
2. Signing of NDA
3. Conducting initial data cleaning and obtain insights

1. Discussion of Business questions provided by sponsors

Have yet to receive the data sets from the sponsor, hence took some time to hypothesise what are some angles that we can look at the data once we have received them.

2. Signing of NDA

Done.

3. Conducting initial data cleaning and obtain insights

Everyone will be looking through the data sets to be provided in due time and to come up with 3 different insights.

Conduct initial data cleaning.

No.	Action	Assignor	Follow up
1.	2. Conducting initial data cleaning and obtain insights	Everyone	3 different insights