Meeting Minutes

**Date:** 26th December 2017

**Time:** 2000hrs

**Attendees**

* Edwin Peter (On Overseas Exchange)
* A.Shafiq Yussaini

**Absentees**

* None

**Purpose of Meeting**

The second meeting which is conducted online to see how has the team progressed. This meeting is also to draw conclusions with regards to the proposal that is needed to submit for the practicum.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Update each other on what we have done |
| 2 | Discuss what we can do with regards to client pain points |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

None

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Notes taken during meeting**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | Updated Edwin with regards to the expectations of the clients. Also mentioned to him that the client has mentioned that he is unable to meet often because of his busy schedule. |  |
| 2 | Edwin raised a concern with regards to the data, he mentioned that we may have a very small dataset which could be a possible problem in the long run. | Need to raise this concern to the sponsor. If need be, we will raise the issue to our mentor. |
| 3 | Delegating of tasks with regards to the proposal. |  |
| 4 | Informed Shafiq informed Edwin about how the client values the practicum. Shafiq mentions that the client is willing to help but he raised a concern which is the clients biggest issue is with regards to how he stores the information. Because of this, Edwin mentioned that we could help create a database BUT we needed to make sure that the database is useful for analysis in order to satisfy the objectives of the Analytics Practicum. |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Create and update project wiki | Edwin | 5th January 2018 |
| 2 | Update project proposal and necessary documents | Shafiq, Edwin | 5th January 2018 |
| 3 | Start getting the data | Shafiq | 5th January 2018 |
| 4 |  |  |  |
| 5 |  |  |  |