

Team Meeting Minutes

Date: 27 February 2016

Time: 1900

Venue: Online, telegram

Attendee(s): Sze Huey, Amirah

Absentee(s): -

Agenda:

No	Description
1	Review project progress

Meeting Progression:

No	Description
1	The team decided to request for an extension in interim deliverables due to the tedious and lengthy process of data cleaning.
2	Delegate tasks accordingly.

Action items:

No	Task	Person In Charge	Due
1.	Prepare for interim deliverables	TeamROLL	4 March

The meeting was adjourned at 8pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Sze Huey