

Sponsor Meeting Minutes

Date: 29th January 2016

Time: 1000

Venue: SGAG's office

Attendee(s): Sze Huey, Karl

Absentee(s): Amirah

Agenda:

No	Description
1	Extract more data
2	Confirm scope requirement

Meeting Progression:

No	Description
1	Teamroll provided a short update on the project proposal. In order to answer SGAG's business objectives, the team aim to answer the question of, "What makes a great post?" The team will be coming up with a tagging framework in order to come up with a comprehensive analysis. Karl is interested in the outcome of this study.
2	Karl granted access to export more data (lifetime data) in addition to the initial set of data (year 2015 alone).

Action items:

No	Task	Person In Charge	Due
1	Data cleaning	Teamroll	12 February

The meeting was adjourned at **12pm**. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Sze Huey