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| Date/Time | 31st Mar 2017, 2:00pm to 3:00pm |
| Venue | Sponsor’s Office |
| Attendees | Albert, Jun Liang, Russell, 2 Staff from Sponsor |
| Agenda | 1. Share and get feedback on R Shiny dashboard |

Sponsor Meeting Minutes:

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|  | Task/Description | Person in Charge | Due Date |
| 1. | Sharing on R Shiny dashboard  Russell shared the main features of the R Shiny dashboard developed for the sponsor for Human Resource analytics – specifically, tracking the performances of authors and actors. The sponsor showed great interest in the dashboard and requested for the following items:  Top 10 Performing for Articles  Top 10 Performing for Videos  Top 10 for Articles & Videos Compared  Top 5 for Each Content Category  The sponsor also requested that the scripts for the R Shiny dashboard be put together and sent to him, together with some instructions on how to make use of the R Shiny dashboard and customise it according to their needs. | All | 3 Apr 2017 |