

Team Meeting Minutes

Date: 8 January 2016

Time: 1300

Venue: SOA Benches

Attendee(s): Sze Huey, Amirah

Absentee(s): -

Agenda:

No	Description
1	Allocation of task for project proposal

Meeting Progression:

No	Description
1	The team delegated tasks for the submission of project proposal. The team agreed on the following work scope: cluster analysis, sentiment analysis, topic analysis and content analysis.

Action items:

No	Task	Person In Charge	Due
1.	Update content on wiki	Amirah	10 January
2.	Completion of project proposal	TeamROLL	10 January
3.	Arrange a meeting with prof to gather feedback on proposed analysis methods	Sze Huey	11 January

The meeting was adjourned at 3.45pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Sze Huey