Sponsor Meeting Minutes 2

Date: 8th January 2018

|  |  |
| --- | --- |
| Present: | Russell yap, Weiun, Jing Ying |
| Venue: | SMU IS Project Way |

## Agenda

* Review data after first sponsor meeting
* Clarify doubts and fix next meeting with sponsor

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Details | Person In Charge | Status |
| 16:00 | Reviewed the minutes of the meeting which Russell had with the sponsor on the 5th of January 2018.  Russell shared the data given by the sponsors, but we realized that there was missing information. |  |  |
| 16:30 | Shared the process flow which was shared with Russell. The group had a vague understanding of the project but there were a lot of gaps which still could not be answered. |  |  |
| 16:40 | Jing Ying also pointed out that with the current dataset, it was impossible for us to come up with a predictive model, so we had to send an email to clarify the scope and fix another meeting with the sponsor.  We decided that we would attempt to do a dashboard for the client and do some analysis of the data in order to add value for them. This goal may change but it is our tentative direction at this point of time. | Russell | Complete, meeting fixed on the 12th of January (Friday) |