TEAM V
ANLY482 SUPERVISOR MEETING
MINUTES 1

Date	27 December 2016
Time	16:00 - 16:30
Venue	SIS Meeting Room 4.3
Attendees	Team V: Andrew Supervisor: Prof Kam
Agenda	1. Update supervisor of potential project with Vanitee 2. Request for latest set of NDA

S/N	Item Discussed	Remarks

1	Project	- Andrew updated Prof Kam about the following details of working with Vanitee
		  - Vanitee's history
		  - Vanitee's current business process and applications
		  - Vanitee's data (1.5 to 2 years worth)
		- Prof Kam stated that he had no issues with the project as long as sufficient analysis could be made with the data given
		- Andrew updated Prof Kam that Sarah would only be back during the first week of Jan and that the team is currently maintaining contact through Skype
		- Prof Kam advised that the team catch up on any loss time incurred

2	Data	- Prof Kam advised the team to obtain the data as soon as possible to do the necessary exploration of data for the

		proposal
		- The team must ensure that the data is in electronic form to prevent any additional effort in preparing the data
3	NDA	- Andrew requested for the latest NDA to be signed with the sponsor
		- Prof Kam mentioned that he will send the latest NDA by the end of the day
		- Prof Kam advised that the NDA be signed as soon as possible as well with 3 copies (sponsor, team & SMU)

S/N	Action Item	Action By	Deadline
1	Arrange meeting with Vanitee to sign NDA & obtain the relative data	Andrew	By 30 Dec 2016