TEAM V
ANLY482 INTERNAL MEETING
MINUTES 9

Date	20 February 2017
Time	15:30 - 16:30
Venue	SIS Level 5
Attendees	Team V: Andrew, Sarah
Agenda	1. Discussion on sponsor's feedback 2. Discussion on revision of EDA

S/N	Item Discussed	Remarks
1	Sponsor's feedback	- Andrew mentioned that Xiao Shi and Jame's feedback on the further breakdown of certain charts are constructive and the team could look into it further. - Sarah agreed with Andrew on this as the suggested charts will be beneficial to Vanitee in understanding their customers. - Andrew added that this should be included in the interim slides but the team will take action only after interim
2	Discussion of EDA & slides	- Sarah suggested for the slide that shows the bookings breakdown by month & year, the official launch of the Vanitee app and the change in business model can be included to explain the variance in booking frequency over the past 2 years - Andrew agreed and mentioned that he will add it in the slides - Andrew mentioned that the team should revise the scope of work table to include new tasks that will be tackled

		after the interim - Sarah suggested adding in Vanitee's business model and process flow in the slides under the project overview

S/N	Action Item	Action By	Deadline
1	Finalize Interim slides	All	22 Feb 2017
2	Finalize Interim report	All	25 Feb 2017