



## Supervisor Meeting Minutes #1

**Date/Time** 1st Feb 2018, 3:30pm to 4:00pm

**Venue** School of Information Systems

**Attendees** Manisha Goyal, Mahima Damani and Ms Meenakshi Gopalakrishnan

**Agenda**

1. To sign the NDA
2. To introduce our supervisor to our data and direction of the project

Sl. No.	Notes/Task	Actor	Follow-up Action
1.	We showed our supervisor a signed version of our NDA. Since there was a last-minute change in our supervisor, we have decided to print a new NDA and have it resigned by the client and supervisor	Mahima and Manisha	Resign NDA
2.	We went over the data and project direction with our supervisor and asked for clarifications and improvements we can make. Our supervisor also mentioned that she would be meeting up with our client	Mahima and Manisha	Make changes to the project direction based on feedback from our supervisor