**AP Internal Meeting Minutes – 07 March 2016:**

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| Date: | 07 March 2016 |
| Time: | 1:00 p.m. |
| Venue: | SMU SOE Level 3 Benches |
| Attendees: | Denise Quek Si Ying |
|  | Tan Wei Song |
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| Agenda: | 1. Discuss feedback of interim report |
|  | 2. Discuss interim report deliverables |
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1. **Review of meeting’s discussion**

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| **S/N** | **Issues Discussed** | **Action By** | **Due Date** |
| 1. | **Feedback of Interim Report:**   * Discussed feedback given by Prof. Kam * To change the title of our project to be more reflective of the purpose of the project * Rephrase our objectives to be more specific and detailed * Structure of our report   + Should take an analytical perspective instead of our sponsor’s or business perspective   + Include a study context which explains the context in which the project is based on instead of high level details and containing lot of business slogans   + To include the sampling frame of the study   + Data preparation section to have sub-headings of specific tasks being done   + Include screenshots to help readers understand better | All to note | - |
| 2. | **Tasks to be carried out**   * To submit project raw data to Prof. Kam * To scan the hardcopy of Prof. Kam’s NDA and send it to our sponsor * To read research papers for reference on how we can better structure our project report | Denise & Wei Song | 16 March 2016 |

1. **Next meeting’s agenda**

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| **S/N** | **Issues Discussed** | **Action By** |
| 1. | Next meeting will be set on 16 March 2016 (Wednesday) at 2:00pm.  Agenda:   * To research more on how we can improve the report. * To research on how to improve existing model results. | Denise & Wei Song |

The meeting was adjourned at 2:00pm. These minutes will be circulated and adopted if there are no amendments reported within the next three days.