

**MEETING MINUTES #2– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

17th January 2017 , 3:30pm
Outside SIS MR 4.4
Prakash Sukhwal (Supervisor)
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Discuss the nature of our project (new Supervisor)
2. Get feedback on revised proposal
3. Discuss progress and next steps

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prakash Sukhwal | He told us that our proposal was lacking proper literature review. He asked us to do more research on SNA and gave us 4 academic papers to read. He also asked us to study the work done by the previous group working with our client and mention in the proposal how exactly our project is different from theirs.  | 1. Read the papers and conduct further research
2. Study previous group’s work
 | Prekshaa, Aayush, Akshita | 20/01/2017 |
| Prakash Sukhwal | He gave us a lot of specific feedback on the proposal* Avoid using general statements/words and be more specific (e.g. use names instead of “academic researchers”)
* Mention clear deliverables in short points
* Make the problem statement clearer
* Put the Metadata in a table
 | 1. Make these changes to the proposal
 | Aayush | 22/01/2017 |
| Prakash Sukhwal | Start a preliminary analysis of the data using JMP as next step | Install software and start data exploration | Akshita, Prekshaa | 23/01/2017 |
| Prakash Sukhwal | Discuss with client how we are going to test the solution | Meet Ridwan (Client) and discuss the same | Prekshaa, Aayush, Akshita | 23/01/2017 |

*Meeting minutes prepared by Akshita Dhandhania*

*Minutes has been vetted by Prekshaa Uppin.*