

ANLY482 Internal MEETING MINUTES (23 Feb 2018)

Date:	23 Feb 2018
Time:	16:00 – 20:00
Venue:	Library Proj. Rm 4.6
Attendees:	Team: Ruiyan, Qian, Nicholas
Agenda:	<ol style="list-style-type: none"> 1. Update Nicholas about the supervisor meeting this morning 2. Changing Project

S/N	Things Discussed/Done	Remark
1	Update Nicholas about the supervisor meeting this morning	<ul style="list-style-type: none"> • Share prof's comments on the issues in current project <ul style="list-style-type: none"> ○ Data is biased since we are not sure about the data accuracy ○ Lack of relevant data about how customer award business to different service providers • Share prof's suggestion about changing project topic • Share prof's recommendation about the new topic and data set
2	Changing Project	<ul style="list-style-type: none"> • Discuss about changing project • Draft "withdraw project" email together • Send email to current sponsor • Prepare data dictionary for Yunnan data set

Item Due (Team) / Actions
Deadline: Feb 24 <ol style="list-style-type: none"> 1. Understand the Yunnan data 2. Read the new project requirements