

# ANALY482 INTERNAL MEETING MINUTES

## 12 FEBRUARY 2017

<b>Date:</b>	12 February 2017
<b>Time:</b>	09:30am – 1:00pm
<b>Venue:</b>	Lee Ka Shing Library L2
<b>Attendees:</b>	Dina, Lu Ning, Song Rui
<b>Absentees:</b>	
<b>Agenda:</b>	<ul style="list-style-type: none"><li>• Prepare for Interim Presentation</li></ul>

<b>S/N</b>	<b>Things Discussed/Done</b>	<b>Remark</b>
1.	Interim report	<ul style="list-style-type: none"><li>• Update wiki page with Interim tab</li><li>• Discussed on which approach to execute → Decided to use proxy methodology</li></ul>

<b>Item Due (Team)/Action(s)</b>
Deadline: 16 February 2017 1. Update supervisor and sponsor on the progress of the project (which methodology we have decided to use).