

Meeting minutes

Attendees	Esther, Ziteng, Desmond
Date	2017/08/06
Location	SIS Level 4
Meeting Agenda	<ul style="list-style-type: none">- Discuss on the progress in looking for sponsor (Esther and Ziteng on library project and Desmond on CapitaLand)- Further distribution of project request emails- Modify project plan
Notes	<ul style="list-style-type: none">- CapitaLand responded but no further response. Desmond call them again tomorrow.- Library projects are hard to proceed due to the limit in the data and repeat from past years projects – the previous groups have done almost everything- Wait for CapitaLand response while look for more potential projects
To-do	<ul style="list-style-type: none">- ALL: send out more emails tonight to ask for possible projects — label HIGH PRIORITY for the email- Desmond talk to capital land analytics head- Esther talk to senior and HP supervisor for contact information/possible projects- Ziteng ask senior for contact information