

Internal Meeting #2

Date	24 August 2016, Wednesday
Time	11:00am - 12:00pm
Venue	SMU SIS Level 4
Attendees	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda

1. Discuss edits required for Proposal

Discussion

S/N	Discussion
1	<ul style="list-style-type: none">• Discuss edits required for Proposal<ol style="list-style-type: none">a. Include Limitations and Risks Managementb. Edit Gantt Chart to better allocate time to tasksc. Clean up Visualizations section

Action Items

Task	In-charge	Due Date
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Edit Proposal	Joanna	4 September 2016
Update Wiki	Shiqi	4 September 2016

Prepared by,
Shiqi Chen

Vetted by,
Joanna Tan