

ANLY482 MEETING MINUTES WITH SPONSOR(S) (29 AUGUST 2016)

Date:	29 August 2016
Time:	15:30 – 17:00
Venue:	SGAG
Attendees:	SMU: Anita, Sally, Xiu Ming SGAG: Karl Mak
Agenda:	<ul style="list-style-type: none"> • Sign NDA • Data collection from SGAG

S/N	Things Discussed/Done	Remark
1.	Datasets on Facebook and Twitter	<ul style="list-style-type: none"> • Followings are the datasets collected on Facebook, from September 2015 to August 2016: <ul style="list-style-type: none"> ○ Facebook Page Levels → Information on audience reach and engagement on SGAG's Facebook page ○ Facebook Posts Levels → Information on the posts on SGAG's Facebook Page ○ Facebook Video Post → Information regarding video posts on SGAG's Facebook Page • Team collected all the tweets activity on SGAG's Twitter account from September 2015 to August 2016.

Item Due (Team)/Action(s)
Deadline: End of week 1. Update sponsor on how the progress of the proposal.