

Team Meeting Minutes #2

Date/Time 11th Jan 2018, 3.30pm to 5.30pm

Venue Singapore Management University (SMU), School of Information Systems (SIS)

Attendees Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

Agenda

1. Look through data received from Sponsor
2. Finalize report proposal and tidy up wiki page (due 14th Jan)

S/N	Notes/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> • Going through the data sheet and understanding the data together • Combine 2016 and 2017 delivery data together for a full picture 	All	<p>Send email to project sponsor, Kyle, on terms in data sheet which we were not clear of</p> <p>Request for 2016 delivery data</p>
2.	<p>Finalize report proposal and tidy up wiki page:</p> <ul style="list-style-type: none"> • Identify grammar mistakes in report • Ensure all files uploaded and links are working on wiki page 	All	<p>Submission of report on elearn dropbox</p>
