**Internal Meeting 7**

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| Date: | 23 Feb 2018 |
| Time: | 7.30pm – 10pm |
| Venue: | SMU SOB GSR |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay |
| Absentees: |  |
| Agenda: | Interim Submission Preparation |

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| No. | Details | Action By | Due Date |
| 1 | Report   * Project Overview * Datasets * Data Cleaning * Data Exploratory Findings * Methodology * Scope of Work * Moving forward | John and Rachel | 25/02/2018 |
| 2 | Slides   * Split presentation slides among members * Ensure that the presentation flows | All | 25/02/2018 |
| 3 | Data Preparation for submission | All | 25/02/2018 |
| 4 | Updating of Wikipage | Joanne | 25/02/2018 |

Meeting was adjourned at 10pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Preparation for future plans

Prepared by,

John Koh Wei De

Vetted and edited by,

Joanne Ong Shi Ying