**Internal Meeting 7**

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| Date:  | 23 Feb 2018 |
| Time:  | 7.30pm – 10pm  |
| Venue:  | SMU SOB GSR  |
| Attendees:  | Joanne Ong Shi YingJohn 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