

**MEETING MINUTES #1– SUPERVISOR**

**Date/Time  
Venue  
Meeting with  
Attendees**

6th January 2017 , 3:30pm  
SIS MR 4.6  
Professor Kam (Supervisor)  
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Discuss with supervisor the nature of our project
2. Get feedback on proposal
3. Identify scope of the project

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| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prof Kam | He advised us that the scope of our project is quite broad and that we should understand client requirements more clearly. | 1. Arrange a meeting with the client again to understand the scope better. | Prekshaa, Aayush, Akshita | 10/01/2017 |
| Prof Kam | He asked us to rethink the methodologies and softwares we are planning to use. He asked us to look into new softwares including Gephi and R. | 1. Research on Gephi and R and confirm with client. | Prekshaa | 13/01/2017 |
| 1. Research on new methodologies of approaching the project | Aayush, Akshita | 13/01/2017 |

*Meeting minutes prepared by Akshita Dhandhania*

*Minutes has been vetted by Aayush Garg*