

# ANALY482 INTERNAL MEETING MINUTES

## 08 JANUARY 2017

<b>Date:</b>	08 January 2017
<b>Time:</b>	11:00 – 18:00
<b>Venue:</b>	SMU Library
<b>Attendees:</b>	Dina, Lu Ning, Song Rui
<b>Absentees:</b>	
<b>Agenda:</b>	<ul style="list-style-type: none"><li>• Do up the project proposal</li></ul>

<b>S/N</b>	<b>Things Discussed/Done</b>	<b>Remark</b>
1.	Project scope clash with another team	<ul style="list-style-type: none"><li>• Done the project proposal with different deliverables</li></ul>

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