Meeting Minutes

**Date:** 8th December 2017

**Time:** 2000hrs

**Attendees**

* Edwin Peter (On Overseas Exchange)
* A.Shafiq Yussaini

**Absentees**

* None

**Purpose of Meeting**

The first meeting for the team to find and figure out what they want to do for Analytics Practicum.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Discuss what industries we would like to explore |
| 2 | Decide on a few companies to approach |
| 3 | Write plans for initial proposal (such as necessary documents etc) |
| 4 |  |
|  |  |

**Questions to Raise**

None

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | Learning more about the company and industry | Sponsor only had an hour to spare for the meeting. Postponed to next meeting. Client mentions that he may also call us instead. |
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|  |  |  |

**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | We have decided to narrow down our choice to a childcare company. One of our team members has been working for a childcare company and the in-charge is interested in helping and finding out how the team can help them. |  |
| 2 | We need to decide on some of the questions we need to ask to enable our sponsor to understand some of the requirements we need for the Practicum. |  |
| 3 |  |  |
| 4 |  |  |
|  |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Start on initial proposal – What could we offer to do for the client | Shafiq, Edwin | 22th December 2017 |
| 2 | Try to look at other possible companies we can approach as an added measure | Shafiq, Edwin | 15th December 2017 |
| 3 |  |  |  |
| 4 |  |  |  |
|  |  |  |  |