

# Sponsor Meeting 1

**Date/Time** 5th January 2018, 1.30pm to 2.30pm

**Venue** pH7 Office

**Team Attendees** Kevin Chong, Lim Yan Ling, Tee Yu Xuan

**Sponsor Attendees** Calvin Chan

## Agenda:

1. Discuss NDA FORM
2. Go through the proposal
3. Get data from client
4. Clarify any other questions that we have prepared beforehand

S/N	Note/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> <li>• Team is required to sign an NDA prepared by the sponsor</li> <li>• Yu Xuan explained the school's concerns regarding NDA</li> <li>• Sponsor is open to using SMU's NDA's form</li> <li>• Our group read through the NDA form prepared by the sponsor and the terms and conditions are fair</li> <li>• Our group signed the NDA form prepared by sponsor and has taken pictures of the form.</li> </ul>		
2.	<ul style="list-style-type: none"> <li>• Kevin inquired about instructions on how to access the data and brokerage platform</li> <li>• Team to get data from Tian You, Data Analyst from pH7</li> </ul>	Kevin	Email Tian You for instructions to access data and brokerage platform <b>(completed)</b>
3.	<ul style="list-style-type: none"> <li>• Kevin and Yu Xuan went through proposal with client in detail: Motivation, objectives, methodology and work scope</li> <li>• Sponsor inquired about examples of benchmark metrics. Our group will be adopting metrics that move towards statistical approach and it depends on the risk appetite of the sponsor</li> <li>• Sponsor would like to focus on machine learning algorithms and analysis for the project</li> <li>• Sponsor is satisfied with the proposal and has given approval to move forward</li> </ul>	All	Finalise proposal and submit by deadline. Pending Professor Kam's approval <b>(completed)</b>
4.	Sponsor has answered our questions:		

	<ul style="list-style-type: none"> <li>• Sponsor is open to disclosing their company's name on the wiki page</li> <li>• Sponsor would like to have weekly updates/meetings</li> </ul>		
5.	Sponsor would like to have the finalised proposal and minutes	Yan Ling	To send sponsor finalised proposal and minutes (Completed)