**Analytics Practicum, Team DHL – Team Meeting 1**

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| **Meeting Date & Time** | 1:00 – 4:00 pm, 9th January 2018 |
| **Meeting Location** | SMU Labs, Level 3 |
| **Agenda of the Meeting:** | Prepare for proposal submission and wiki |

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| Attendance |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Rikin Khanna | Team DHL, SMU | [Present] |
| Shalabh Verma | Team DHL, SMU | [Present] |

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| S/No. | Task List | Actionable by |
|  | Team DHL went through project briefing notes as presented by sponsors during last meeting. Proposal is crafted based on the information and meeting notes provided by the sponsors | Team DHL SMU |
|  | The following individuals were tasked to be in-charge of the deliverables as follows:   1. Akshay – Proposal clean up 2. Shalabh – Wiki 3. Rikin – Wiki design and layout | Team DHL SMU |
|  | Internal team deadline to keep proposal and wiki was collectively decided to be 12th Jan 23:59 hrs | Team DHL SMU |
|  | Team decided 14th January as next meeting date to finalize the submission of proposal and wiki | Team DHL SMU |