**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  |