

ANLY482 Internal MEETING MINUTES (10 Jan 2018)

Date:	10 Jan 2018
Time:	10:00 – 16:00
Venue:	SMU Lab
Attendees:	Team: Ruiyan, Qian, Nicholas,
Agenda:	<ol style="list-style-type: none"> 1. Discuss project scope 2. Discuss outline of the proposal 3. Administrative matters

S/N	Things Discussed/Done	Remark
1	Discuss project scope	<ul style="list-style-type: none"> • Go through the metadata for each column • Discuss sponsor requirements • Identify several objectives we want to achieve
2	Discuss outline of the proposal	<ul style="list-style-type: none"> • Share the literature research with team members • Research on the analysis methodology and decide which kinds of analysis to be conducted • Discuss the project plan
3	Administrative matters	<ul style="list-style-type: none"> • Send the soft copy of SMU NDA to sponsor • Consult prof Kam about DHL NDA • Assign meeting minutes to each team member

Item Due (Team) / Actions
Deadline: Jan 13 Proposal Drafting Ruiyan: <ul style="list-style-type: none"> • Work Plan (Milestones, Gantt chart) • Scope of work • Objective

Nicholas:

- Overview (Sponsor Background, Project Introduction)
- Motivation
- Methodology (Literature Research)

Qian:

- Data
- Methodology (Analysis)
- Scope of work