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| Date: August 20, 2014 |
| Time: 1200 – 1400hrs |
| Location: SIS SR 3.1 |
| Attended By: Jaehyun, Wei Yin, Prof. Seema, Daniel |

**Meeting Minute 01**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Meet up with the supervisor (Prof Seema) to discuss the details of the project | Both |
| 2 | Receive research materials and related resources from Prof Seema   * Check her email for the links | Both |
| 3 | Set up a meeting time with Prof Srini via email   * To coordinate with Ms Hui Ling to set a date next week | Both |
| 4 | Install programs needed:   * SAS EG for Jaehyun * R for Jaehyun and Wei Yin * NodeXL (an Excel Addon) to be downloaded as recommended by Daniel | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to be up on Wiki | August 23 | Wei Yin |
| 2 | Study in advance on social analytics (graph data and network analysis); refer to the links prof sent us and do our own research | August 27 | Both |
| 3 | Research on “Why This Kolaveri Di” | August 27 | Both |