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

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| **Meeting Date & Time** | 3:30 – 4:00 pm, 17th January 2018 |
| **Meeting Location** | Meeting Room 5.1, School of Information Systems, SMU |
| **Agenda of the Meeting:** | Present project proposal to Prof. Kam |

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| Attendance |  |  |
| Prof. Kam Tin Seong | Project Supervisor | [Present] |
| 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 Data Heavy Legends (SMU) presented their project proposal to supervisor Prof. Kam | Team DHL SMU |
|  | Prof. Kam pointed out the need to know who exactly the stakeholders of the project are. The process needs to start with identifying the actual issue is, address the groups discoveries and then move towards the recommended solution  Prof. Kam also informed the team to look into the nature of data required for the project | Team DHL SMU |
|  | Prof. Kam to liaise with project supervisor Mr. Warren to complete the NDA formalities | Prof. Kam |
|  | Team SMU to look further into the following aspects and clarify with project sponsor:   1. The actual stakeholder of the project 2. Key milestones of stakeholder 3. Role of CSI team in the project | Team DHL SMU |