

TEAM V
 ANLY482 INTERNAL MEETING
 MINUTES 13

Date	25 March 2017
Time	16:00 - 16:30
Venue	SIS Level 5
Attendees	Team V: Andrew, Sarah
Agenda	1. Discussion on items to present to sponsor 2. Discussion on final paper structure

S/N	Item Discussed	Remarks
1	Sponsor meeting preparation	<ul style="list-style-type: none"> - Based on the previous meeting with Vanitee, Andrew said that we should show them the changes of the EDA. - Sarah agreed and also mentioned that we should also share with Vanitee the results of both the Cluster Analysis and Association Analysis. - Andrew brought up that he thinks it will be useful to include the preparation process so as they know how it progressed. - Sarah then said that it will also be good to share with our sponsor the reasons for using these analyses and how it will benefit Vanitee in future.
2	Final paper structure	<ul style="list-style-type: none"> - We will reference the template that Prof Kam uploaded on e-learn.

S/N	Action Item	Action By	Deadline
1	Prepare sponsor meeting slides	All	26 Mar 2017

2	Start on Final Paper	All	7 Apr 2017
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