

Supervisor Meeting Minutes

Date/Time: January 15, 2018

Venue: SMU

Attendees: Yorisan, Cliff and Amanda

Agenda: 1. Get Prof Kam to sign NDA.
2. Explain the objectives of our project.

S/N	Notes	Action by	Follow-up Action
1	Prof Kam vetted through and signed the updated NDA. Told the team to get the sponsor to sign both copies.	Cliff and Amanda	Get signatures from the sponsor.
2	Group told Prof Kam the objectives of the project. We were tasked by the company to create dashboards, preferably on a mobile platform, to be accessible to top management. We also need to use the company's research data to find the key determinants of brand equity.		