Internal Meeting Minutes 1

Date: 22th December 2017

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| Present: | Jing Ying, Russell Yap |
| Venue: | SMU SIS Project Way |

## Agenda

* Discuss Methodology for our project
* Discuss Segregation of Work

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| Time | Details | Person In Charge | Status |
| 10:00 | Run through project requirements by our sponsor (logistics company) to gain a better understanding of the project scope |  |  |
| 10:20 | Discuss on what we will be doing based on requirements from sponsor and what we feel can be done for Analytics Practicum period |  |  |
| 10:45 | Segregate work amongst the 3 of us to decide who will be in-charge of Wiki, taking minutes, data exploration once we get data from our sponsor, research on methodologies for the predictive model and work on proposal components |  |  |
| 11:00 | Discuss on timeline for future iterations after proposal and create a Gantt chart for it (shown below) |  |  |

