

ANALY482 INTERNAL MEETING MINUTES

15 JANUARY 2017

Date:	08 January 2017
Time:	12:00 – 15:00
Venue:	SMU Library
Attendees:	Dina, Lu Ning, Song Rui
Absentees:	
Agenda:	<ul style="list-style-type: none">• Revise proposal• Update wiki

S/N	Things Discussed/Done	Remark
1.	Revise proposal	<ul style="list-style-type: none">• Add in learning objectives
2.	Update Wiki	<ul style="list-style-type: none">• Project motivation on wiki – why we chose this project

Item Due (Team)/Action(s)
Deadline: End of week 1. Update sponsor on how the progress of the proposal.