

Team Meeting Minutes 1

Date/Time 6th January 2018, 7pm to 8pm

Venue SMU GSR

Team Attendees Kevin Chong, Lim Yan Ling, Tee Yu Xuan

Agenda:

1. Follow up from Sponsor Meeting
2. Spilt tasks among group members

S/N	Note/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none">• Understand more on project topic(trading)• Expand knowledge on various analytics techniques	All	Research on various analytics techniques in the related industry
2.	Identify and delegate tasks among members: <ul style="list-style-type: none">• Set up wiki page by 12 Jan 2018• Design logo by 12 Jan 2018• Work on project proposal by 14 Jan 218• Come up with a timeline for the project by 14 Jan 2018	Yan Ling Yan Ling All Kevin	Set up wiki page Design logo Start on project proposal Work on work plan and timeline