



Team Meeting Minutes #1

Date/Time 8th Jan 2018, 12pm to 3pm

Venue Lee Kong Chian School of Business

Attendees Manisha Goyal and Mahima Damani

Agenda

1. To discuss details to be discussed with clients and prepare a list of questions after secondary research
2. To prepare a detailed NDA based on Prof Kam's briefing

Sl. No.	Notes/Task	Actor	Follow-up Action
1.	We researched through several university library issued articles (including SMU, NTU, NYU and UK colleges) to get an idea of how turnstile data could be cleaned and analysed and how people in the past have made changes to library E-Systems after doing a data analysis. Through this, we came up with several questions and clarifications to be asked at the meeting.		
2.	Since our team was absent at the briefing, we went through the notes of our friends and had a few doubts regarding the NDA approval system.	Mahima and Manisha	Clarify the technicalities of NDA signing with prof Kam.