Team Meeting 1

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| Date: | 6 Dec 2016 |
| Time: | 6pm – 7pm |
| Venue: | B3 café |
| Attendees: | Lim Yu Xiang Bendexter  Tan Jun Rong  Wang Jing Xuan |
| Absentees: |  |
| Agenda: | First meeting and get-to-know |

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| **No.** | **Details** | **Action By** | **Due Date** |
| 1 | Get-to-know  Bendexter Lim:   * IS year 4, second major in Analytics (Advanced Technology) * Previous internship experiences: Revamped an entire analytics platform and assisted in market research reports for end-user IT surveys * Experienced with Java languages, database query languages and BI tools.   Wang Jing Xuan:   * IS year 4, second major in Analytics * Previous internship experiences: Worked with js/nodejs * Experienced with R and python.   Tan Jun Rong:   * Marketing year 4, second major in Analytics (Marketing) * Previous internship experiences: Raw data extraction, Excel Pivot Table, Questionnaire design for quantitative responses, Google Analytics, Google AdWords, Digital Marketing. | All | - |
| 2 | Understanding project requirements   * Discussion on possible project sponsors we could link up with via past internships and also good companies with possibly large databases * Read and understood clearly what is expected of us in this practicum | All |  |

The meeting was adjourned at 7pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Discussion on dataset given by sponsor

Prepared by,

Bendexter Lim

Vetted and edited by,

Tan Jun Rong