Team Meeting 1

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

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| **No.** | **Details** | **Action By** | **Due Date** |
| 1 | Get-to-knowBendexter 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