Meeting Minutes

**Date:** 30th January 2018

**Time:** 1600hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter (Had a lesson)

**Purpose of Meeting**

The third meeting is to assure that client still wants to sponsor us. It was hard to contact the client and meet with him because he mentions that he really could not meet. Thus, we want to be clear about the responsibilities of our team, sponsor and supervisor are. If it does not go well, the team has already started looking for new sponsors in the meantime.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Clarify and be clear about the roles and that we seek cooperation for the Analytics Practicum |
| 2 | Get client to share and give us the data (so that we can start rather than assume) |
| 3 | Update the client on some of the progress we could make |
| 4 | Update the client on the expectations of the course from our course coordinator |
| 5 | Set milestones with client |

**Questions to Raise**

1. We really need you to share the data with the team for us to give you meaningful insights before we can give you more recommendations with solutions. However, we can help you to anonymize certain information if you specify (when presenting to the school).

**Unfinished Business**

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| No | Description | Remarks |
| 1 | Sign NDA |  |
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**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Initially, client was only comfortable with giving Shafiq the data (because he worked for him). However, after telling the client that it is very hard for the team to work this way and explaining why, the client is willing to help us and gave us the data. But he did mention that for our meetings and presentation to the school, he would like us to anonymize certain information (such as the clients that they are dealing with). |  |
| 2 | Client also says that it would be good if we can update him after we hit a major milestone. Hence, we suggested that we set some milestones to meet. As such we have concluded the following:1. End of week 6 or 7 (based on clients availability) to show the clients what we have achieved (Either inform him about our data cleaning progress, and an initial scan of what we understand)
2. 2nd week of March – next update (with regards to what we have learnt about the data) and suggestions for the company
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**New Tasks**

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| No | Task Description | Allocated To | Due Date |
| 1 | Send Edwin the data | Shafiq  | 5th January 2018 |
| 2 | Start data cleaning | Shafiq, Edwin | 5th January 2018 |
| 3 | Book meeting with Prof Kam | Edwin | By end of the week (4th January 2018) |
| 4 | Update project meetings and minutes | Shafiq | 5th January 2018 |
| 5 | Update proposal and Gantt chart | Shafiq (Proposal), Gantt chart (Edwin) | Start of week 5 |