

Professor Meeting Minutes #1

Date / Time 12th Jan 2018, 1pm to 4pm

Venue SMU – School of Information System

Attendees Jonathan Low, Soma Mok
Prof Kam Tin Seong

Agenda 1. To discuss and confirm the nature of the project
2. Identify the scope of the project and any additional questions

<i>S/N</i>	<i>Notes / Task</i>	<i>Follow-up Action</i>	<i>Actor(s)</i>
1.	Professor Kam advised us to separate the different kinds of service revenue the company receives and carry out our analysis separately. Rationale for this is because different kinds of services provided may have different factors that drive the expenses incurred.	<ul style="list-style-type: none"> To filter the data, we receive into the different kind of services revenue 	Soma & Jonathan
2.	Professor Kam also advised us to analyse the project sites that are not profitable or loss-making and find out the reason why.	<ul style="list-style-type: none"> Sort the revenue earned and expenses incurred into the different project sites and calculate profit from each site Request details of each project sites form project sponsor. 	Soma & Jonathan
