|  |
| --- |
| Date: January 1, 2018 |
| Time: 1430 – 1600hrs |
| Location: Skype |
| Attended By: Josh, Friedemann |

**Internal Meeting Minutes 02**

|  |  |  |
| --- | --- | --- |
| **No.** | **Agenda** | **Action By:** |
| 1 | Update on data collection progress   * Chris had confirmed his commitment to the project and updated that he would be ready to share the data with us soon | Both |
| 2 | Preparation for Analytics kickoff workshop:   * Discussion on structure for Wiki page * Preparation of NDA * Confirmation of project timeline with Prof Kam | Both |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to be up on Wiki | Jan 4 | Josh |
| 2 | Creation of Wiki page- Home | Jan 4 | Friedemann |
| 3 | Creation of Wiki page- Project overview | Jan 4 | Josh |
| 4 | Contact sponsor to obtain feedback for project abstracts and sample datasets | Jan 4 | Both |