

Singapore Management University

ANLY482 Analytics Practicum

Team Meeting Minutes 1 as on 4th January 2017

Time Start:	12.30pm
Time End:	2.30pm
Location:	SMUX Labs Level 1
Recorded by:	Tan Yong Kiong, Alson
Vetted By:	Heng Kok Chin

Attendees:	
Heng Kok Chin	Undergraduate, Singapore Management University
Peh Zhan Hao	Undergraduate, Singapore Management University
Tan Yong Kiong, Alson	Undergraduate, Singapore Management University

Agenda

1. Team Name
2. Project Management
3. Proposal Deliverable

No.	Discussion:	Action by:	Deadline:
A	Team Name		
1	<ul style="list-style-type: none"> • Settled on Edufy • School on Wiki page is Edufy Secondary School <ul style="list-style-type: none"> ○ To protect the identity of the school 		
B	Project Management		
1	<ul style="list-style-type: none"> • Created Google Sheets to update project management timeline • Upload timeline and table into Wiki 	Edufy	10 Jan 2017 (Tue)
C	Proposal Deliverable		
1	<ul style="list-style-type: none"> • Completed the Wiki proposal • Started on the Word proposal 	Edufy	15 Jan 2017 (Sun)
D	Next Meeting Agenda Items		
	1. Prepare for next Sponsor Meeting	Edufy	14 Jan 2017 (Sat)
	2. Non-Disclosure Agreement	Edufy	14 Jan 2017 (Sat)