

**MEETING MINUTES #2– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

6th January 2017  
SMU Library  
Internal  
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. What can be done next?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. Based on the revised objectives from our meeting with the sponsor and the suggestions from the meeting with Prof Kam, we decided to first properly understand what we are dealing with.  Thus we decided to research on ‘Organization Network Analysis (ONA)’ and ‘Social Network Analysis (SNA)’. 2. We discussed the possible metrics we could include to quantify the 5 different aspects (collaboration, networks, influence, manager effectiveness, employee immersion) of ONA as requested by our client. 3. We decided that one of our agendas for the next meeting should be to discuss the structure of the survey. | Research | All | 12th January 2017 |
| Request client to provide details of the staff list | Prekshaa | 7th January 2017 |

*Meeting minutes prepared by Prekshaa Uppin*

*Minutes has been vetted by Akshita Dhandhania, Prekshaa Uppin.*