INTERNAL MEETING MINUTES #3



**Date: 2 Feb 2015**

**Time: 12pm**

**Venue: sis**

**Attendees: SONG CHENGYUE, WANG JING**

**Agenda:**

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|  | **Note** | **Actor** | **Due Date** |
| 1 | Project Proposal:  Finalize project proposal and submit via elearn. | All | 9-Feb |
| 2 | Project clarification:  Distinguish Analytics Practicum with GeoSpatial Analytics and clarify the end outcome of the project, whether it is a tool creation process and research/model formation process. | All | 9-Feb |

The meeting was adjourned at 1pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by, Song Chengyue

Vetted and edited by, Wang Jing