Team Meeting Minutes #1

Date / Time	13th Jan 2018, 11.00am to 12.00pm
Venue	School of Information System, GSR 2-2
Attendees	Taffy Joan, Jerlyn & Jaehyun
Agenda	1. To discuss and draft proposed project objectives and business problem statement 2. To identify data field required from project sponsor 3. To discuss project project proposal and wiki page

S/N	Notes / Task	Action by	Follow up
1	Based on Prof Kam advice, the team discussed on the business problem statement and narrowed the scope of the project to the following objective, • To identify causes of delays in order fulfilment resulting from workers'	Taffy, Jaehyun and Jerlyn	• To include in proposal write up
2	The team decided on the data field needed for the project.	Jaehyun, Taffy Jerlyn	• Metadata to be included in project wiki and project proposal • To send to company to obtain data
3	The team acknowledged a delay in project timeline as NDA has not been signed hence we are unable to look into the data. However, as the team has seen the metadata, project proposal and wiki will progress as per normal and will be updated upon obtaining the data.	Jerlyn	• To send to company NDA together with Sponsor meeting minutes • To obtain data needed
3	The following task to be completed were delegated to team members • Project proposal • Emailing to company • Project wiki	Jaehyun Jerlyn	• To take charge of project proposal and assist in wiki page

	• Sponsor/Team/Supervisor Meeting minutes 1	Taffy	• To do Sponsor minutes 1 [COMPLETED] • To email and follow up with project sponsor (See Sponsor Minutes 1 & Supervisor Minutes 1) • To assist in project proposal • To do Supervisor and Team minutes 1 [COMPLETED] • To take charge of project wiki

Vetted by: