

## Internal Meeting 1

**Date:** 7 Jan 2017, Saturday  
**Time:** 1.30pm – 4:30pm  
**Venue:** SMU Library

**Attendees:** Wei Xiaoxin, Wu Di, Zheng Xiye

**Agenda:**

1. Refine proposal
2. Craft project timeline and work distribution
3. Explore and discuss tools that could be used in the project

**Action Taken:**

1. Schedule meeting with sponsor
2. Request for data set
3. R&D

These minutes will be circulated and adopted if there are no amendments reported in the next three days.