

Sponsor Meeting Minutes

Date/Time: January 17, 2018

Venue: Company X

Attendees: Cliff and Amanda

Agenda: 1. Obtain sponsor's signature for NDA
2. Present capability of software to be used for analysis

S/N	Notes	Action by	Follow-up Action
1	Sponsor showed the dashboard it currently uses. They create dashboards using Excel.	Sponsor	Sponsor will collate the send data in a week's time.
2	Cliff showed the sponsor the tools we might be using to analyse the data, Tableau and JMP Pro. Sponsor mentions that some departments are currently using Qlik Sense. The group is given the freedom to use the visualisation tool it deems the best.	Cliff	Explore Qlik Sense as a visualisation tool.
3	Sponsor signed the NDA and kept a copy.		