Meeting Minutes

**Date:** 17th January 2018

**Time:** 1600hrs

**Attendees**

* Edwin Peter
* A.Shafiq Yussaini

**Absentees**

**Purpose of Meeting**

The fourth meeting to update each other on what we can do for the project.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Update Edwin on what the client has mentioned from the previous client meeting |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

None

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | Getting data from the client | Clients data are all housed in a single laptop |
|  |  |  |
|  |  |  |

**Notes taken during meeting**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | The team really needs to get the data to move forward. Because currently we are stuck. |  |
| 2 | In the meantime, the team could write think about how to solve the sponsor pain points without the data first. We can go and think of possible solutions.  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Get client to share data with us | Shafiq, Edwin | 17th January 2018 |
| 2 | Think about probable solutions for sponsor pain points | Shafiq, Edwin | 17th January 2018 |
| 3 |  |  |  |
|  |  |  |  |
|  |  |  |  |