Date	Friday, 02/02/2018
Time	10:00 am – 5:00 pm
Venue	LKS Lib proj. 4-12
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong
Agenda	**ODD table construction**

S/N	Item Discussed	Remarks
1	**ODD table construction**	During the team meeting, we mainly focus on creating table for ODD data. As required by project sponsor, we used Sep 2017 ODD data as the major table template. In this meeting, we standardized all ODD data by using template required, and uploaded it into database. We also solved data conversion failed issue for all ODD data.

Prepared by,

Wang Miaoqiong