

Internal Meeting #1

Date	22 August 2016, Monday
Time	11:00am - 12:00pm
Venue	SMU SIS Level 4
Attendees	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda

1. Draft Proposal

Discussion

S/N	Discussion
1	<ul style="list-style-type: none">• Draft Proposal<ol style="list-style-type: none">a. Company Backgroundb. Company Overviewc. Problem Statementd. Proposed Solution

Action Items

Task	In-charge	Due Date
------	-----------	----------

Prepare Proposal	Team	24 August 2016
------------------	------	----------------

Prepared by,
Shiqi Chen

Vetted by,
Joanna Tan