**Internal Meeting 1**

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| Date: | 13 Jan 2018 |
| Time: | 10am – 1pm |
| Venue: | SMU SIS GSR |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay |
| Absentees: |  |
| Agenda: | Discussion on proposal |

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| No. | Details | Action By | Due Date |
| 1 | Proposal   * Project Overview * Data * Methodology * Scope of Work * Schedule   Split scope of proposal |  | 14/1/2018 |
| 2 | Wiki   * Update Wikipage according to proposal |  | 14/1/2018 |

Meeting was adjourned at 1pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Discussion of datasets given by the libraries
2. Potential needed findings given the datasets

Prepared by,

Rachel Tay

Vetted and edited by,

Joanne Ong Shi Ying