**Internal Meeting 1**

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| Date:  | 13 Jan 2018 |
| Time:  | 10am – 1pm  |
| Venue:  | SMU SIS GSR  |
| Attendees:  | Joanne Ong Shi YingJohn 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