**Analytics Practicum, Team DHL – Team Meeting 2**

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| **Meeting Date & Time** | 1:00 – 6:00 pm, 14th January 2018 |
| **Meeting Location** | Hock Mansion, Level 8 |
| **Agenda of the Meeting:** | Submission of project proposal and launch wiki |

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| Attendance |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Rikin Khanna | Team DHL, SMU | [Present] |
| Shalabh Verma | Team DHL, SMU | [Present] |

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| S/No. | Task List | Actionable by |
|  | Edits were made based on internal submissions. Team refined the proposal and alignment on wiki | Team DHL SMU |
|  | Proposal was submitted on e-learn portal at 10:36 pm while the wiki was launched at 11:10 pm | Team DHL SMU |
|  | Actionable items:   1. Set up meeting with Prof. Kam to update on project proposal and idea 2. Set up meeting with project sponsors to update on the proposal and wiki 3. Team DHL SMU to finalize NDA formality with supervisor and sponsor | Team DHL SMU |