

## Supervisor Meeting Minutes

**Date:** 4 January 2016

**Time:** 1500

**Venue:** SMU SIS Lv 4 Meeting Room

**Attendee(s):** Sze Huey, Amirah, Prof Kam

**Absentee(s):** -

### Agenda:

No	Description
1	Seek supervisor's advice on project sponsor
2	Project proposal clarification

### Meeting Progression:

No	Description
1	The team is unsure on how to move the project forward with current project sponsor, library team. After the discussion with prof, the team decided to change project sponsor to SGAG and revamp the proposed methodologies.
2	Prof will be linking the team to SGAG. The team will have to take a look at the data before coming up with analysis objectives. According to prof, the project with SGAG will involve social media analysis.

### Action items:

No	Task	Person In Charge	Due
1	Request a meeting with SGAG	Sze Huey	8 January
2	Data collection for proposal	TeamROLL	15 January

The meeting was adjourned at 3.45pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Prepared by:**

*Sze Huey*