

Sponsor Meeting Minutes

Date: 25th March 2016

Time: 1400

Venue: SGAG's office

Attendee(s): Amirah

Absentee(s): Sze Huey

Agenda:

No	Description
1	Present findings from EDA
2	Gather feedback on current progress

Meeting Progression:

No	Description
1	The team started by presenting the findings acquire from exploratory data analysis (EDA). Karl liked the insights gained and commended the team. The insights gained from EDA were then presented to all the SGAG's team. SGAGs team took into account the findings generated and will be providing a feedback after an internal meeting.

Action items:

No	Task	Person In Charge	Due
1	Update Karl on date of final presentation and send him the slides presented	Amirah	24 March

The meeting was adjourned at **3 pm**. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Amirah