

# Sponsor Meeting #4

<b>Date</b>	22 November 2016, Tuesday
<b>Time</b>	10:30am - 11:30am
<b>Venue</b>	Hoi POS Office
<b>Attendees</b>	<u>HoiPOS (Sponsor)</u> Calixto Tay
	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
<b>Absentees</b>	N/A

## Agenda

1. Update team progress

## Discussion

S/N	Discussion
1	Update team progress <ul style="list-style-type: none"><li>• Team update sponsor on the dashboard created</li><li>• Team show and explain the dashboard to the sponsor and gather his feedback.</li></ul>

## Action Items

Task	In-charge	Due Date
Email Sponsor the link to the dashboard	Shiqi	22 Nov 2016

Prepared by,  
Joanna Tan

Vetted by,  
Shiqi