Meeting Minutes

**Date:** 20th December 2017

**Time:** 1900hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter (On Overseas Exchange)

**Purpose of Meeting**

An initial meeting to inquire and approach the company with regards to sponsoring our Analytics Practicum project.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Discuss why we are choosing to approach them |
| 2 | Learn more about the company |
| 3 | Learn more about the industry |
| 4 | Explain the purpose of doing Analytics Practicum |
|  |  |

**Questions to Raise**

None

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Learning more about the company and industry | Sponsor only had an hour to spare for the meeting. Postponed to next meeting. Client mentions that he may also call us instead. |
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**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Client would like us to suggest what some solutions based on the client’s needs. The next meeting, we are to present some initial solutions based on the company’s need. |  |
| 2 | Client prefers not to give us the data yet. Client would like to understand and know more about the Analytics Practicum first. |  |
| 3 | Client would like us to show what we intend to put in the project proposal before proceeding with sharing the data |  |
| 4 | Client mentions that he is mostly concerned about how resources are being managed |  |
|  |  |  |

**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Think and see what solutions would be relevant to the client. Explore how we can better improve his resource management (and how) | Shafiq, Edwin | 5th January 2018 |
| 2 | Find and think of reasons and ways to convince our client that the project is worth doing | Shafiq, Edwin | 5th January 2018 |
| 3 | Draft project proposal to present to client | Shafiq, Edwin | 5th January 2018 |
| 4 | Next Meeting TBC | Client, Shafiq, Edwin | - |
|  |  |  |  |