<div align="center">Sponsor Meeting 1</div>

Date: 3 Jan 2017, Tuesday
Time: 3.30pm – 4:30pm
Venue: SIS Level3 Group Study Room 3-2

Attendees: Bill Lam (sponsor), Wei Xiaoxin, Wu Di, Zheng Xiye

Agenda:
1. Understand the company background and business of Kosmebox
2. Understand the obstacles currently faced by Kosmebox
3. Discuss how Data Analytics could be used in solving the obstacles mentioned above
4. Scope our Analytics project

Mode: Skype

Action Taken:

1. Send follow-up email to sponsor to summarize the meeting and clarify doubts
2. Update project wiki page
3. Write proposal
4. Do some R&D in Vietnam online market

These minutes will be circulated and adopted if there are no amendments reported in the next three days.