



Team Meeting Minutes #2

Date/Time 2nd Feb 2018, 12pm to 3pm

Venue Lee Kong Chian School of Business

Attendees Manisha Goyal, Mahima Damani & Mohamed Lukman Bin Mohamed Syed

Agenda

1. To map out the objectives
2. To study the data and cleaning requirements

Sl. No.	Notes/Task	Actor	Follow-up Action
1.	Having gotten our NDA signed by the client and the supervisor, we have access to the data. Together, we went through the data, brainstorming ideas to form hypotheses, objectives and associated actions. We got our objectives cross-checked by our supervisor and decided on ways to clean the data.		
2.	We got out objectives cross-checked by our supervisor and decided on ways to clean the data. We found some of the data to be missing.	Mahima, Lukman and Manisha	Follow up with Client on missing data.