**Meeting Minute 1**

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| **Date:** | 22nd January 2015 |
| **Time:** | 10.00pm – 11.00pm |
| **Venue:** | SIS Meeting Room 4-1 |
| **Attendees:** | Prof Kam, Le Hoang Trinh, Zheng Tianwei |
| **Absentees:**  | Nil |
| **Things discussed:** | 1. Confirm scope of project
	1. Team proposed 3 issues, but was advised to focus on one country only, i.e. corporates in Singapore – public sector and private sector
	2. Focus on analyzing interlocking directorates among Singapore corporations
2. Create and update wiki page on current progress
	1. Proposal to be attached in wiki and emailed to Prof Kam
3. Advise on direction to approach business problem:
	1. Compile the listed companies (through OneSource database)
	2. Clean data and classify companies according to industry
	3. Review if there are more linkages between companies within one industry or cross-industry
4. Minimum requirements for Mid-term presentation and report
	1. A clear understanding of project scope and data cleaning efforts
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**Tasks**

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| **No.** | **Task** | **Assigned Person** | **Due Date** |
| 1 | Creation and update of Wiki Page  | Trinh | 22.01.2015 |
| 2 | Update and refinement of proposal | All | 23.01.2015 |
| 3 | Extract executive-level data from OneSource | Tianwei | 27.01.2015 |
| 4 | Extract company-level data from OneSource  | Trinh | 27.01.2015 |
| 5 | Research on Singapore Standard Industrial Classification (SSIC) from Singstat | Tianwei | 22.01.2015 |
| 6 | Explore using “R” for cleaning efforts | All | 28.01.2015 |
| 7 | Read more research papers on inter-locking directorates topic | All | 28.01.2015 |

The meeting was adjourned at 11.00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Tianwei

Vetted and edited by,

Le Hoang Trinh