TEAM V
ANLY482 SPONSOR MEETING
MINUTES 2

Date	30 December 2016
Time	11:30 - 12:30
Venue	Evershine & Century Complex
Attendees	Team V: Andrew Vanitee: Xiao Shi, Jame
Agenda	1. Sign NDA 2. Obtain necessary data for Analytics Practicum

S/N	Item Discussed	Remarks
1	NDA	- Xiao Shi looked through the NDA and signed accordingly
2	Data	- Jame assisted in getting the team access to their current database using MongoChef - He also assisted in getting the team access to Vanitee's current admin portal that has some simple form of data exploration and a glossary for the team to understand their business terms
3	Project	- Andrew enquired if there are any additional things that Vanitee would like to find out with respect to the data given - Xiao Shi suggested exploring the projected number of customers for different tiers of their VIP loyalty program, namely Explorer, Unicorn and Rockstar according to the ranking - She also suggested looking into the possibility of any correlation on what makes an artist activex - She added on finding out how customers

S/N		
		are using credits (gems) in their bookings
4	Data	- Jame mentioned that they do have some simple form of data analysis in the form of a dashboard on their site - He added that they are currently using Mixpanel to create data funnels
5	Meetings	- Andrew suggested to have bi-weekly meetings at Vanitee starting in Jan 2017

S/N	Action Item	Action By	Deadline
1	Explore data and complete Project Proposal	Andrew, Sarah	By 1 Jan 2017
2	Arrange meeting with supervisor to complete NDA (also photocopy 2 copies)	Andrew	By 6 Jan 2017
3	Decide on bi-weekly meeting dates and inform Vanitee	Andrew, Sarah	By 6 Jan 2017