Team Meeting Minutes #1

**Date/Time** 28th Dec 2017, 4.30pm to 5.30pm

**Venue** OutsideKoi Café Group(S) Office,

2, Serangoon North Avenue 5,

#06-02, Singapore 554911

**Attendees** Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

**Agenda** 1. Follow-up from sponsor meeting

2. Task assignment within group members

**S/N Notes/Task Actor Follow-up Action**

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| 1. | * Going through topics discussed in meeting to move forward when data is received. * Identify the need to expand our knowledge on the various analytics technic that we plan to work on to solve their problem. | Ryan & Angie | Research on various analytics technic and narrow down to a few technics that we can try to solve our client problems |
| 2. | Identify and delicate a list of tasks that need to be done:   * Set up wiki page by 31 Dec 2017 * Design logo by 2th Jan 2018 * Work on the project proposal * Decide scheduling and rough timeline of project | Ryan  Shi Jia  Shi Jia & Angie    All | Set up wiki page  Design group logo  Work on project proposal  Work on group schedule |