Internal Meeting Minutes

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| **Date:** | 23/10/17 (Monday) |
| **Time:** | 3.00pm |
| **Venue:** | SIS 3.3 GSR |
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| **Attendees:** | Yu Xuan, Yi Xuan, Sheryl, Huiyan, Jeremy, Clarissa |
| **Agenda:** | 1. Updates on Pitch Video 2. Final confirmation for Supervisor Meeting |

1. **Updates on Pitch Video**

Yi Xuan sent the team the storyboard for the pitch video and explain the script and rationale. The team discussed on the possible location, actors, video edits and content changes for the pitch. Clarissa offered to be involved in the video editing part.

1. **Final confirmation for Supervisor Meeting**

Hui Yan updated the team on the VR progress while Sheryl and Yu Xuan shared on the final considerations for Advanced Analytics to be shared with Prof Xiong Jie. The team also discussed on possible issues to raise in the supervisor meeting like that delay on product catalogue which may affect our x-factor in the end.

The meeting was adjourned at 3.50pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Yi Xuan

Vetted and edited by,

Yu Xuan