

MINUTES OF MEETING

1. MEETING INFORMATION

SUBJECT:	7 th Internal Meeting
DATE:	14 th November 2016
TIME:	12:00PM-1:00PM
VENUE:	Li Ka Shing Library
ATTENDEES:	Teh Kaixin (KX), Nabilah Banu (NAB), Sean Kwok (SK), Chien Shuyan (SY), Nicole Goh (NIC)
ABSENT WITH APOLOGIES:	

2. MEETING RECORDS

NO	ITEM	REQUESTED /REPORTED BY	ACTION BY
1.	Redefine Project scope Allow user to Bootstrap client's data -Focus on Analysing client's data E.g. Percentage of returning clients, recommendations for decision making SK to teach NIC, SY integration	Team	INFO SK
2.	KX to email Linda regarding next sponsor meeting on 1 st December at 4pm	KX	Team
3.	The meeting ended at 1:00pm. Next meeting will be with Prof Steven on 21 November.	KX	INFO

The meeting was adjourned at 1:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Recorded/ Updated by: Nicole Goh

Reviewed/Edited by: Teh Kaixin

Date: 14th November 2016