Minutes of Meeting

# Meeting Information

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| SUBJECT: | 7th Internal Meeting |
| Date: | 14th 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: |  |

# 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 1st 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