Meeting Minutes

|  |  |
| --- | --- |
| **Location:** | MS Teams |
| **Date:** | 20/08/2025 |
| **Time:**  **Chairperson:**  **Minute Taker:** | 10:00pm  Kusum  Thomas |
| **Absent with apology:** | None |
| **Absent without apology:** | None |

**Progress made since the last meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Responsible Person/s** | **Status/Issues/Remarks** |
| 1 | Descriptive Analysis | Thomas Tran | Done but still waiting for improvements |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Next deliverables and internal deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Item** | **Responsible Person/s** | **Internal Deadlines** |
| 1 | Presentation Slide | Thomas, Will | 27/08/2025 |
| 2 | Updating Descriptive Analysis | Niraj, Kusum | 27/08/2025 |
| 3 | Starting on Inferential Analysis | Niraj, Kusum | 27/08/2025 |
| 4 |  |  |  |
| 5 |  |  |  |

Comments (if any):