Prof Meeting Minutes #4

Date/Time	2nd February 2017, 10am to 11am
Venue	School of Information System, Meeting Room 4.7
Attendees	Aishwarya Agarwal, Nasrullah Bin Khairullah and Zoey Loh
Agenda	1. Share our analysis and workings on the data set 2. Share our details from the last client meeting

S/N	Notes/Task	Actor	Follow up Action
1.	Based on the last meeting with Prof, we prepared the data in two ways; per patient and per episode. In the case of per patient, each patient has different types of visits. So we asked Prof if it was alright to split the total number of visits based on the show/no shows, to which Prof agreed.		
2.	We told Prof of our meeting with the sponsor, where we clarified questions we had on variables and their interpretation. In the case of race, Prof approved our decision to combine the categories of 'O' and 'N' together, because the amount for each is insubstantial. We informed Prof that the sponsor did not want us to consider race, but Prof suggested us to include race in the model. This would help us to determine if race has a role to play in a patient not showing up.		
3.	In the case of visit type, we found that TT refers to research patients and patients who come in to collect their prescription medicines. Together with Prof, we decided to exclude TT from the data set, because with TT in the data, there was a lot of cluttering and noise in the data. We would get a better analysis by removing TT. Similarly, RW refers to walk in patients, and so it is not needed in our analysis.		
4.	In the case of the doctor names, we saw a few trainee categories mentioned. Prof suggested us to ask the sponsor whether the trainee category poses a concern, as some people may be uncomfortable to show up if they're assigned to a trainee. Though the sponsor told us to exclude the general trainee categories, Prof suggested that if the no show rate for the trainees is high, it could be an important finding for us.		
5.	In the last meeting, Prof told us to check the relationship of the independent variables with the		

	dependant variables, and we found that all the variables were significant enough.		
6.	Based on our meeting with the sponsor, we were told to segregate the data according to the two different clinics. We asked Prof if we could include our experience of the two clinics in terms of atmosphere, location, the stigma of visiting a mental clinic, in the analysis. Prof told us to extract from the compilation of the no-shows to understand what makes patient's choose one clinic over the other. Prof told us to include a column to show which clinic they're visiting and whether they're switching or not. Based on this, we could make a sense of the relationship of whether the client attended or not between the two different clinics.	All	To study the no-show rates between the two clinics
7.	Based on our data exploration, we found that cancellations have only been recorded for psychologists, but for doctors, it has been recorded as a no-show. Prof informed us that this would affect our analysis. For better interpretation, it would be wise to split the data according to doctors and psychologists	Nas	Divide the data accordingly
8.	For the purpose of modelling, Prof told us about a R library called MSN- Multiple Stake Modelling, which we could use for the kind of data we have. Prof told us he would get back to us if the method is appropriate for us to use.	All	To research on the suggested model