

## SUPERVISOR MEETING MINUTES #1

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**Date:** 6 January 2015  
**Time:** 2.30pm  
**Venue:** SIS MR4.4

**Attendees:** Faris  
 Jinq-Yi

**Apologies:** Marcus

**Agenda:** 1. About AP  
 2. Data Analytics Process  
 3. Any other business

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	Note	Actor	Due Date
1	<p><b><u>Analytics Practicum</u></b></p> <ul style="list-style-type: none"> <li>- Similar to IS480 (FYP - we code and build an application for fyp)</li> <li>- However for AP, there is no need to build</li> <li>- We can use commercial off the shelf applications, open source, anything that are available in the market (eg. SAS EM)</li> <li>- Can get away without writing a single code</li> </ul> <p>1) Consulting Skills - maintain communication w sponsor &amp; supervisor</p> <p>2) Literature Research (*IMPT)</p> <ul style="list-style-type: none"> <li>- Required to write a lit review</li> <li>- Find out what are the methods available out there</li> <li>- Read Articles/ Thesis/ Report</li> <li>- Get the right context</li> </ul> <p>3) Data collection and Prep - Basically like EDA</p> <p>4) Data Analysis - Application of algo/solution</p> <p>5) Reporting</p> <ul style="list-style-type: none"> <li>- Poster</li> <li>- Technical Write Up (*IMPORTANT)               <ul style="list-style-type: none"> <li>- It is a research paper, must be good and professional enough to be submitted for user conferences. eg JMP/SAS Forum</li> </ul> </li> </ul> <p>6) Project Management</p> <ul style="list-style-type: none"> <li>- We have 12 week only so we have to clean our data properly and efficiently. Most people spend lots of time there.</li> <li>- Write our research paper progressively</li> </ul>	All	Week 10

2	<b>Data Analytics Process</b> We need to identify business problem 1) General goal for client - business terms - no technical terms - eg Get a decision through a <b>decision tree (technical)</b> 2) Significant Data 3) Understanding biz context - dive deep into context 4) No easy solution - eg. regression solving the problem - it should be iterative/ comparing of different models etc.	All	Week 2
3	Need to set up a meeting with Kar way (sponsor) asap	Faris	10-Jan

The meeting was adjourned at 4.00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Faris

Vetted and edited by,

Jinq-Yi