Meeting Minutes (Supervisor Discussion #1)

Date: 4 January 2018

Venue: Analytics Practicum Workshop

Participants: Leong Jia Min, Prof. Kam Tin Seong

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| **#** | **Discussion Content** | **Purpose** | **Action Taken** |
| 1 | 4 Jan 2018  Deadline for Analytics Practicum Proposal: 14th Jan 2018  Analytics Practicum Proposal 2018 10% - 5% wiki page, 5% proposal report  Overview  Motivation  Objectives  Data - Provide meta data and sample dataset（s）  Methodology - a clear discussion on the analytical methods(s) your team is planning to use   * How to clean the data * synthesize/manage data   Scope of Work  Work Plan -  in Gantt chart format with daily/weekly detail and task allocations  Create a button to return to main page of wiki page  Sample: Team 18, ZAN project management | Understanding the upcoming deadlines for practicum | Allocation of job scopes to team members on 5th Jan 2018 via Skype meeting |