SUPERVISOR MEETING 3

Date	8 February 2017
Time	2pm to 3pm
Venue	School of Information Systems Level 4 Sofa
Attendees	Prof. Kam Tin Seong (Supervisor)
	Wei Xiaoxin
	Wu Di
	Zheng Xiye
Absentees	Nil
Agenda	1. UI & Data Cleaning Demo
	2. Discussing on Project Implementation

AGENDA

No.	Task	Follow-up
1	**UI & Data Cleaning Demo** ✓ We have demonstrated the UI Design and Data Cleaning Process with Prof. Kam as well as running through the code and R libraries used with him. ✓ We have highlighted some of the technical difficulties regarding report generation with Prof. Kam.	1. Clarify with our sponsor on how to get some of the values. 2. Check with our sponsor on whether they only need the report to be in Excel format.
2	**Discussing on Project Implementation** ✓ We have consulted Prof. Kam regarding our project's final product: should we deploy it as a web app? Prof. Kam suggested us to pack everything in an installer or a BAT file. Meanwhile, we should help the sponsor with the setup like, installing all required R packages and configuring all applications.	1. Explore on intuitive visualizations available in R that are relevant to our project.

1

		✓ Prof. Kam went one step further by highlighting to us that the routine monthly reports prepared by our sponsor do not show any insights at all: every month's data is prepared in silos, not reflecting any changes with respect to previous months. As a result, Prof. Kam suggested to us that the 'good-to-have' feature for our project is preparing data visualization based on data across all months so as to show fluctuations to certain fields over time, e.g.: ● How the 'new case' change from previous 3 months ● Top 10 increase / decrease field with respect to previous month ● Is there any return / new cases? We found Prof. Kam's suggestion viable and intuitive as the key focus of analytics project should be showcasing insights found within the data instead of doing pure coding tasks.	

The meeting was adjourned at 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Xiye

Vetted by,

Wei Xiaoxin, Wu Di