Date	Tuesday, 27/03/2018
Time	17:30 − 18:00
Venue	SIS Level GSR. 4.3
Attendees	Wu Wei, Wang Miaoqiong Project Supervisor: Prof. Meena

Agenda	a. **Collect feedback for abstract, handover documentation, screen shot of analysis**
	b. **Update project progress to project supervisor- phase 1 deliverables**
	c. **Clarify doubts on research paper**
	   - **What contents are expected to present**
	   - **Which part of the project show we focus**

S/N	Item Discussed	Remarks
1	**Collect feedback for abstract, handover documentation, screen shot of analysis**	As suggested by Prof. Kam and Meena, we should remove the optimization from current abstract, as we are not helping to optimize their current operation, indeed, we are helping them to uncover some hidden insights through dashboarding, such as, allow comparison between months. Second, there are duplications in the first and second paragraph of the abstract. The part- multiple trips will incur more cost, multiple trips are required due to the occurrence of exceptions, we expressed it two times in different way. We should consider combining them into one. As suggested, we also need to have a short description in front of the handover notes, to tell the readers in which situation this document can be used and how it can be used. Project supervisor also gave suggestions on the chart – 'Aggregated exceptions by year, month', it is good to show the aggregation of each exception by year and show the changes of same month in different years, so as the readers can clearly know change of each exception.
2	**Update project progress to project supervisor- phase 1 deliverables that includes 4 parts, report template, database, metadata, handover notes.**	We updated project supervisor the handover matters. During our last project sponsor meeting (23 Mar 2018), we have already handed over the database, report template of Power BI, metadata files, handover notes to our project sponsor. We also met their IT professional and discussed all migration details.
3	**Clarify doubts on research paper**	From the meeting, we learnt that the paper should focus on how the techniques can be applied to solve the issue rather than the pure exhibition of our deliverables.

	- **What contents are expected to present** **-** **Which part of the project show we focus**	Based on our project, the report should focus on two parts, database and dashboarding. For the database, we can discuss how database assist them in solving current data issues, such as, inconsistent data values and column names. The dashboard proportion, we should discuss how dashboard can benefit them and listed down some key insights that are derived from the dashboard.

Prepared by,

Wang Miaoqiong

Vetted by,

Wu Wei