

Atom Collaboratives

Meeting Minutes

January 21, 2016

SIS Meeting Room 4.1

Members Present: Professor Kam Tin Seong
Yan ShaoHong Chris
Yo Wee King
Macus Khoo Jun Hao

Agenda: 1) Project Clarifications

Next meeting: 2 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.
2. The meeting commenced at 1100H and ended 1145H.

Discussion

Overview

3. The project manager, Chris, has briefed Prof Kam on the progression of the reports. Prof Kam understood that the team would be working on 4 reports and info graphics namely, AMK Clusters (AMK Hub & AMK food central), SengKang Clusters (Compass point & Sengkang CC), Rail Mall and Jalan Salang.
4. Prof Kam also understood that the team will need to be deployed at MRC to increase the efficiency of the reports done. Additionally, Prof Kam wants the team to take note that the actual commencement of Analytics Practicum starts only when the team reaches phase 2 of the project. Although phase 1 is important, it benefited the team by giving them the basic understanding of the data structure and how to better appreciate it in phase 2 of the project.
5. Prof Kam would like the team to work closely with the project sponsors to complete the project. Additionally, Prof Kam advised the team to work on time series clustering and benchmarking of the data for comparison purposes in phase 2. Lastly, if the team has sufficient time, we are able to explore new ways to better present the data, for example, building a dashboard.

Project Management

6. After understanding the team progression and works that need to be done, the team will then go back and work on the reports for MRC.

7. With no further matters arising, the meeting was concluded at 1145H. The team will arrange for another session with MRC to find out more information and getting the data. Since the team will be focusing on the reports, Prof Kam suggested to see the team 2 weeks from this meeting.

Summarized Action Items

S/N.	Description	Action By
1.	The team to work on the proposal for the upcoming submission on 10 th Jan	Atom

This meeting was adjourned at 1145H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,
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