**Minutes of Team Meeting**

*Meeting Details*

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| **Date & Time of Meeting:** | 21th February 2016, 1500 hrs to 1800 hrs |
| **Location of Meeting:** | SOA Building GSR 2-5 |
| **Purpose of Meeting:** | Review Methodology & Data For Presentation |
| **Attendees:** | Eugene Ng Wilson Wong  Pham Minh Khoa |

*Meeting Agenda*

1. **Recap On What We Have Done**

A run through of our individual progress on the project over the past weeks. Review on our data cleaning process, and highlights of data exploration.

1. **Automation of Data Cleaning On R**

Prior uploading the data onto dashboard, the data must be structured and organized in a specific order. Previously our team have been using Microsoft Excel to clean and transform the raw data. However, the full set of data that our sponsor would be using is significantly larger, and Excel would be overloaded by it. As such we have to work on R to automate a script to transform the data. A bulk of the time spent was on troubleshooting for we faced problems with some of the R packages and functions.

1. **Storyline of Presentation**

After much discussion, we decided on presenting data observations, relationship finding instead of causality findings (for which we can’t provide). Objective of the presentation would be less corporate driven, the application of the findings will be left to our sponsors for there might be some ethical considerations. We divided the workload, splitting the slides and report components.

*- End of Minutes -*