

**MEETING MINUTES #3 – SPONSOR**

**Date/Time  
Venue  
Meeting with  
Attendees**

25th January 2017, 05:30 pm  
Tea Party, SMU SOE  
Ridwan Ismeer  
Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss our approach and show survey questions
2. Discuss the possibility of creating a dashboard integrated into their pipeline

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| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Aayush, Prekshaa | **Survey**  Explain Ridwan of our approach to come up with metrics to measure factors such as immersion of employees, employee engagement into the company in addition to the following the previous aspects we discussed earlier. We explained that we read some research papers to find these factors to find metrics for.  **Network analysis**  Showed Networks built based on the data provided initially. Upon showing the results we understood that the results are biased as the client told us that the individual who is shown as most influential on the graph, is not actually influential. |  |  |  |
| Ridwan | He told us that our understanding of the project objective is wrong. We are not supposed to find metrics for new factors to assess employees, but rather, assess collaboration and influence based only on email analysis. In other words, he mentioned to us that assess such factors or parameters, companies are required to send out pulse surveys for employees to fill out on a regular basis. However, this isn’t a very god way because employees do not like to fill out such surveys regularly. So he mentioned to us, that they want to try out a new way of measuring these parameters – i.e. solely using email exchange data. ***Thus, this project is somewhat like a study to understand whether email analysis is a representative resource to analyze organizational networks (assess employee relations).***  Note: Understand collaboration between employees, departments and geographies. | Modify survey | Prekshaa | 03/02/2017 |
| Update Proposal | Aayush, Akshita | 03/02/2017 |
| Plan the scope of the project, our aim and objective, and our approach | Akshita, Aayush, Prekshaa | 03/02/2017 |
| Ridwan | We are allowed to send out the survey only once. Hence we can’t collect the data over a period of time. Construct your questions accordingly.  Look at the CC-ed emails. Why are these people CC-ed?  *Hybrid centrality*: 1. Find the relation between degree and betweenness centrality. Can a hybrid equation of the two centralities provide a different meaning? Explore this.  2. Test the results you get from the equation against the answers you get from the survey. Even a 65% confidence interval is good enough.  3. Look at time frames of when emails are sent | Modify survey | Prekshaa | 03/02/2017 |
| Ridwan-Aayush/ Prekshaa/ Akshita | **Dashboard integrated into their pipeline**  From the discussion, the sponsor would like for us to create a Dashboard that can retrieve data from their TrustVault and display metrics and insights based on that data. |  |  |  |

*Meeting minutes prepared by Prekshaa Uppin.*

*Minutes has been vetted by Aayush Garg.*