

Team Meeting 7

Date:	18 Feb 2017
Time:	5pm-11.20pm
Venue:	LIBRARY
Attendees:	ALL
Absentees:	
Agenda:	Interim Report Writing

No.	Details	Action By	Due Date
1	<p>Data Curation</p> <ul style="list-style-type: none"> - Documented process on 'Steps to identify and filter out keywords' into Interim Report - Documented process on 'Steps to decode URL' into Interim Report - Documented process on 'Steps to remove rows with missing/irrelevant values and duplicates' into Interim Report - Added screenshots of Proper Data Tables into Interim Report <p>EDA</p> <ul style="list-style-type: none"> - Performed EDA - Documented dimensions and measures into Interim Report - Performed, documented and tested Analysis 1: Insights on Search Counts by Dates - Performed, documented and tested Analysis 2: Insights to Euromonitor and Lawnet e-resources databases as part of Deep-Dive <p>Interim Gap Analysis</p> <ul style="list-style-type: none"> - Discussed and finalized content for Interim Gap Analysis <p>Literature Review</p> <ul style="list-style-type: none"> - Discussed and finalized content for Literature Review 	All	19 th Feb

The meeting was adjourned at 11.20pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Agenda for next meeting

1. Work again

Prepared by,
Tan Jun Rong

Vetted and edited by,
Jing Xuan