

Date	Tuesday, 13/03/2018
Time	3:30 pm – 4:30 pm
Venue	SIS Meeting Room 4.6
Attendees	Tan Yong Jin, Wu Wei, Wang Miaoqiong Supervisor: Prof Meena
Agenda	Fortnightly Supervisor Meeting

S/N	Item Discussed	Remarks
1	Output Reports	<p>Progress update and showing on the completed Output3 portion which was completed.</p> <p>Recommended by Supervisor to do sorting on Report 0.1 – Bar, explained that there could be a possibly for cross chart comparison.</p> <ul style="list-style-type: none"> <li>- The team will check again with the sponsor if they would need to compare across different charts.</li> </ul> <p>Recommended by Supervisor to provide more charts, such as a Month-to-Month chart of the occurrences of different exceptions across the year. Raised some questions on whether this chart would be useful for the client.</p> <ul style="list-style-type: none"> <li>- Exploration on the implementation of this chart will be done. The mentioned chart will be constructed.</li> </ul>
2	Part 1 - Handover	Provide a Handover Document, done in bullet points, to facilitate the handover process of the database and the visualisation file.
3	Insights Exploration	Supervisor recommended us to use a systematic way to explore insights, use JMP to perform data exploration such as trend analysis using functionalities in JMP to fit two variables using something like a Bivariate Analysis.

Prepared by,

Tan Yong Jin

Vetted by,

Wang Miaoqiong

Wu Wei