ANLY482 Supervisor MEETING MINUTES
(06 Feb 2018)

Date:	06 Feb 2018
Time:	14:00 – 14:30
Venue:	SIS Meeting Room 4.6
Attendees:	Team: Prof Meena, Ruiyan, Qian, Nicholas
Agenda:	1. Brief supervisor about the project 2. Discuss about project proposal and scope

S/N	Things Discussed/Done	Remark
1	Brief supervisor about the project	We firstly introduced the project to supervisor and went through our main objectives and the sponsor's requirements. • Currently we have 2 customers' bidding data (one customer from engineer and manufacture industry, the other from technology industry). We have asked sponsor for more customers' data. • Sponsor wants us to develop a tool that can be used to analyze future customer's bidding behaviors. But our concern is that we may not have enough time to develop it since we started the project quite late due to NDA issue.
2	Discuss about project proposal and scope	• Objectives: we need to be clearer about our objectives. Since we only have 2 customers' data now, we are very limited to work on customer segmentation. • Briefly went through the data with supervisor. Due to the complexity of the data, we need to ask clarifications from sponsor and understand the data better. • To do: upload data to e-learn drop-box.

Item Due (Team) / Actions

Deadline: Feb 9
1. Seek approval of submitting data to e-learn from sponsor.
2. Ask sponsor again if they could provide more data.
3. Have a deeper understanding of the data. Ask sponsor for clarification during next sponsor meeting if we are not sure about any columns in the excel files.

Deadline: Feb 13
1. Think about the objectives.
2. Clean the data. Decide which variables to keep for analysis.
3. Explore the data using Tableau and perform preliminary analysis on the data.