Internal Meeting #4

Date	14 September 2016, Wednesday
Time	3:30pm - 5:30pm
Venue	Li Ka Shing Library Project Room 4.10
Attendees	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda
1. Data Cleaning Process

Discussion

S/N	Discussion

1	Data Cleaning Process:
	    1. Frequency/Distribution Analysis of all variables
	    2. Identify instances of missing values/invalid data/duplicates and decide whether to remove or modify
	    3. Descriptive Analysis of Continuous variables
	    4. Search for outliers
	    5. Create new tables with new variables needed for visualizations
	    6. To document entire data cleaning process
	
	Data Exploration:
	    1. Frequency and Distribution analysis of new tables

2	Storyboard (Mock-ups) brainstorm: ● To begin with visualizations for each analysis before doing the website design

Action Items

Task	In-charge	Due Date
Clean Data and document process	Shiqi	21 Sept 2016
Create ER Diagrams	Joanna	18 Sept 2016
Email Sponsor about questions regarding data and NDA	Shiqi	16 Sept 2016
Low-Fi	Joanna	21 Sept 2016

Prepared by,

Shiqi Chen

Vetted by,

Joanna Tan