

Team Meeting Minutes #4

Date/Time 25th Jan 2018, 3.30pm to 9pm

Venue Singapore Management University (SMU), School of Law

Attendees Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

Agenda

1. Data Exploration
2. Exploratory Data Analysis

S/N	Notes/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> • Combine all outlets data together received from sponsor • Perform data cleaning to generate difference in days of restocking • Import data into Tableau for data exploration and to derive key findings 	All	
2.	Exploratory Data Analysis: <ul style="list-style-type: none"> • Key in findings of delivery data on Google Docs • Identify opening dates and events of outlets and match to delivery dates 	All	Read through key findings by each member
