Meeting Minutes

**Date:** 15th February 2018

**Time:** 1500hrs

**Attendees**

* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The sixth team meeting is for the team to discuss their progress with regards to data cleaning and as well as to discuss their progress for the midterms.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Update each other about what they could do for MBA |
| 2 | Update and review the contents on the wiki as well as for our initial analysis |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

None

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes taken during meeting**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | The team members are just updating each other on their progress with regards to MBA. The members have also thought of a way to integrate the data from different years together for purposes of the MBA. |  |
| 2 | The team has agreed that drawing and ER model could be useful in the long run but would like to confirm or find advice from our mentor (because we felt that we did not have enough analysis). |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Update project wiki and its contents. | Shafiq, Edwin | 20th February 2018 |
| 2 | Review midterm report and other content that was created for analysis purposes | Shafiq, Edwin | 20th February 2018 |
| 3 | Review data and see how to extract more useful data | Shafiq, Edwin | 20th February 2018 |
| 4 |  |  |  |
| 5 |  |  |  |