

Participants	<ul style="list-style-type: none"> - Professor Kam Tin Seong - Wang Ziteng - Gao Shuang - Lin ZhengFeng Desmond - Joanne Tan Yong Ying - Cheryl Yong Li Ru
Date / Time	23 rd August 2017 (Wednesday) / 2pm
Location	SIS Meeting Room 4.6
Main Agenda	Signing of Non Disclosure Agreement (NDA)
Activity / Discussion	<ul style="list-style-type: none"> - Question was raised as to whether we need to do predictive analytics for the project - Pro Kam replied saying that it depends on the progress of the projects <ul style="list-style-type: none"> o If our teams require more time to do data discovery then we will not be able to do Predictive Analysis o Main focus of the project is to discover new insights and understanding from the data. Given that we will be working with the supply chain division and supply chain includes sourcing, producing, and packaging before the finished goods are being sent out to the final customers. But since they don't cover the retail branches/final customers, we won't be looking at that. - Being the project team, we need to brainstorm and determine the scope of the project instead of relying on Prof Kam to do it. - Currently, the company has a process to retrieve and understand the data to the best of their ability but it's not scalable and reusable. So we have to identify which aspect of data they are looking into and how can we allow them to become more data centric, scalable and reproducible with regards to their data. This requires us to brainstorm and develop approaches as well as tools to enable them to become more scalable. - The data that our sponsor has is very aggregated and they see some useful insights but not sure about the full extent of the insights. <ul style="list-style-type: none"> o For instance, the data does not show or they do not consider the exchange rate which causes price/cost for them to fluctuate. So we need to do more detailed analysis if the prices for certain materials fluctuates more. Other considerations could be tariffs and not only just foreign exchange. o This is not reflected easily in the data and we need to examine it further. o The aggregate data could also show the averages of this month but this month could have multiple shipments compared to previous month. So volume for instance might not have been taken into consideration.

	<ul style="list-style-type: none"> - Our purpose is still to build a model but for discovery purpose rather than for predictive purpose given the limitation or lack of time. But it'd be good if we could do it. - By having a tool, the sponsor can reuse and interact with it.
Decision	<ul style="list-style-type: none"> - 2 options were presented to both teams <ul style="list-style-type: none"> o Option 1: Each team will conduct their own discovery, analysis and modeling separately. o Option 2: 1 team focus on Data Exploration/Discovery while the other focus on model application. For model application, we can use either D3.js or Tableau. But that is if we do model application. o The group that does the application will seek to automate the data cleaning process but again depends on scope.

The final decision by both groups is to follow Option 1 and conduct separate discovery and analysis.