Meeting Minutes

**Date:** 4th February 2018

**Time:** 1900hrs

**Attendees**

* Edwin Peter
* A.Shafiq Yussaini

**Absentees**

* None

**Purpose of Meeting**

The fifth meeting is to discuss about how the team would want to clean the data. It is also to prepare for the team’s first meeting with the project mentor.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Discuss how to clean the data |
| 2 | Write down the pain points that the team has experience so far to inform our mentor with regards to our progress and situation |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

None

**Unfinished Business**

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

**Notes taken during meeting**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | The team members all felt that the data was incredibly messy and hard to deal with. It was hard for the team to come out with a seamless database that we can use for EDA. |  |
| 2 | The team felt that we should focus on the invoices first because that is the most “complete” and uniform data that we have. The team will also try to think of other ways of making the data uniform and ready for EDA. |  |
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**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Pull out relevant information to use to analyze invoice | Shafiq, Edwin | 11th Feb 2018 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |