Meeting Minutes

**Date:** 22th February 2018

**Time:** 1600hrs

**Attendees**

* Prof Kam (Supervisor)
* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The second with our supervisor is to update him on the progress we have made after facing the roadblock with regards to trying to clean the data for analysis purposes. The team also had to present a draft presentation to their supervisor to seek advice on the practicality of the solution that the team wants to propose as well as to see whether the team is on the right path.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Update Prof Kam on the team’s situation and where it is now. |
| 2 | Inform Prof Kam about the solutions the team has executed to clean the data |
| 3 | Go through the draft slides for the interim presentation |
| 4 |  |
| 5 |  |

**Questions to Raise**

1. We are wondering whether we could focus our future efforts on building a database because that is the biggest limiting factor with regards to the team’s future plans for analysis.
2. Would developing and presenting an ER diagram help us show that there is value to be found in the data through use of analytics?

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
| 1 | Developing a simple ER Model to show that analytical value can be drawn |  |
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**Notes taken during meeting**

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| No | Description | Remarks |
| 1 | Prof Kam mentions that our analysis for MBA should be displayed as a bar chart because the visualization needs to be useful from the clients perspective. It is also important for the team to find out about different ways/suggestions that they can visualize the data and show it to the client to get a sense of what type of visualization is useful. | Change to bar chart. Explore other possible visualization charts. |
| 2 | Prof Kam mentions that for the MBA analysis, since one of our diagrams has too many baskets, it would be ideal for the team to remove baskets that will always be represented across all of the data points as well as data that is completely unrepresented across the board. This way, we could build a better visualization for a basket that has an extremely large component. | Remove mandatory baskets, consider removing baskets that have never been chosen (best is to go through with sponsor and let them identify this problem for us) |
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| 4 |  |  |
| 5 |  |  |

**New Tasks**

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| No | Task Description | Allocated To | Due Date |
| 1 | Improving MBA | Shafiq, Edwin | 25th February 2018 |
| 2 | Develop ER Model | Shafiq, Edwin | 25th February 2018 |
| 3 | Apply a simple or primary tables from ER Model | Shafiq, Edwin | 25th February 2018 |
| 4 |  |  |  |
| 5 |  |  |  |