

**MEETING MINUTES #8– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

19th February 2017  
SOE GSR 2.7

Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Revise survey to include time frame
2. Complete text mining
3. Discuss two more features for feature engineering

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. Revision of survey to include time frame. Different questions must have different time frames. For e.g. a mentor network should have a longer time frame than a work network because employees may or may not receive feedback every 6 months, on the other hand, employees work with other employees on a daily basis. 2. From research on finding the importance of words in a given text, we found a few methods. However we decided to use the tf-idf weightage as it was the most applicable and accurate enough for our project. 3. Discuss the remaining two features for our feature engineering portion of the project. We decided our two other features will be on rate of exchange of emails and average email size exchanged. Once again after discussion, we generated a formula to calculate the two metrics based on available email data. 4. Complete subject line weightage calculation based on text mining | Complete wiki | All | 21st February 2017 |
| Start structuring the presentation | All |  |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*