T(eam)R⊙LL

Meeting Minutes

Date: 1 March 2016
Time: 12PM
Venue: SOB Benches
Attendee(s): Sze Huey, Amirah
Absentee(s): -

Agenda:

No	Description
1	Schedule meeting with prof next week
2	Review current progress
3	Review methodologies, technologies used and work plan (moving forward)

Meeting Progression:

No	Description
1	Scheduled a meeting with prof on 8th March, 9.30am to 10.30am

2	**Review current progress**
	- Data analytic cube:
	  • Data cleaning progress: 5 months left. Amirah cleaning Jan and Feb, Sze Huey cleaning Mar, June, September.
	- Page –level analysis
	  • Remove Daily negative feedback column. Rationale: Focus on daily unlike, number of users that provided negative feed on page-level alone, not including post.
	  • Remove gender unknown columns.
	- Post-level
	  • Data cleaning:
	    1. Add two third to date posted to get Singapore date and time
	    2. Remove outliers

3	**Review methodologies, technologies used and work plan (moving forward)**
	- Methodologies
	- Topic modelling → SAS EM (text miner)
	- (K-Means) Clustering analysis
	  ➔ Identify K (k=4)
	  ➔ Perform distribution analysis, findings: data is highly skewed
	  ➔ Remove outliers
	  ➔ Cluster analysis

Action items:

No	Task	Person In Charge	Due
1.	Prepare deliverables	TeamROLL	4th March
2.	Submit deliverables	Sze Huey	4th March

T(eam)R⬤LL

The meeting was adjourned at 3.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Sze Huey