## **Internal Meeting Minutes 2**

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| Date/Time | 23th January  |
| Venue | SIS GSR 2.4  |
| Attendees | Eric, Ivan, Shing Hei |
| Agenda | 1. Update each other’s progress - understand data for future reference
2. To-Do List
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|  | Task/Description | Person in Charge | Due Date |
| 1 | Update each other’s progress - understand data for future reference **Eric:** * FaceBook Insights Data Export (Compiled into period from Jan to Dec)
* Purely focused on FB video, and video + posts
* There might be overlap with the video+posts to pure post entries
* Videos, Post+ videos, daily videos
* Daily data of each individual video posted – how it performed for the day (time series analysis)
* Sometimes it does not reach the peak, the video most likely to fail
	1. Views: What is the growth rate? If gradient does not reach a peak, what next? Time-series dashboard
	2. How each individual post performed as compared to others?
	3. One possible analysis: Views against time graph (with all videos) – videos died? Then we will have to investigate
* Post + videos: cross-posted videos. Meaning of cross-posted?
	1. Post that has their videos
	2. There is post id but there is no video id
	3. Will there be an overlap of video view count with pure video data?
* Documentation required for deciding which variables to use, how we merge and etc
* File focused purely on videos (aggregated life time -> more info; shows amt of views of each country etc.)
	1. Shows which other posts use the videos
	2. One post only one video (1:1), but one video may have links to multiple posts (1:M)
* Issues with existing data: Check with XXX

**Shing Hei**Facebook level not important for now- can use it as a form of validation. Export in csv format. * Aggregated post level in a year (across diff tabs in the same excel and combined

**Ivan*** Post image/text/timestamp (important)/post like/comments
* Blog: Authors/Categories (can be categorised in multiple taps)/datetime/tags separated by commas
* No. of Outreach for the blog: Ask from XXX
* **To-Do:** Blog post identifier
 | All | Update progress at next meeting |
| 2 | To-Do: * Use Tableau, JMP Pro
* Update Wiki along the way:
1. Ivan: Project Schedule (Gantt Chart)
2. Everyone: Data prep under wiki
3. Eric: Data Source
4. Shing Hei: Handling of minutes
* Ask Prof about the minutes to be uploaded – since NDA states that it has to be anonymised
 | All  | Nil  |

Team have decided our regular meetings will be on Tuesday from 1.30pm onwards. Team will meet Prof Meena on Thursday (25th Jan) at 4.30pm.

From our individual data set, team will explore different graphing techniques to derive possible insights.