Date:	24 March 2016
Time:	2.30pm to 3.20pm
Venue:	SMU School of Information Systems Level 4 Meeting Room 4.1
Attendees:	Prof Kam Tin Seong – Associate Professor Tan Siying – Team Skulptors Member Zhou Xuanyi – Team Skulptors Member Leong Junkang, Gabriel – Team Skulptors Member
Absentees:	NIL
Agenda:	1. Mid-term report feedback. 2. Update of team's progress.

Discussion:

1. Inbound
    a. Database
        i. What was the team's rationale for using MongoDB? Was there a performance difference?
            1. Easier code edition.
            2. Easier to parse date and take in Json values.
            3. Limitation
                a. Only effective if the file is flat. If there is a need to create relational relationship, MongoDB is unable to do so.
            4. Sequence of steps.
                a. Parse csv to mongo DB.
        ii. Team might have to create a walk through on how to configure MonoDB.

2. Outbound
    a. Change resolution

3. Dashboard comments
    a. Team to change color contrast of dashboard.
        i. Change green to darker so that words come out clearer.
    b. Legend of graphs
        i. Team to use abbreviations such as changing February change to FEB.
    c. Dashboard upload feature.

        i.   Team to consider implementing a data upload application feature as this will make it more user friendly for sponsors.

        ii.   Team to check with sponsors if they are receptive to using a upload feature in the dashboard.

    d. Integration of dashboard

        i.   Team to ensure that the integration of codes and dashboard design and color scheme is consistent throughout the entire dashboard.

        ii.   Ensure the usage of a common font and font size.

4. Final report
   a. Team will not be doing the conference paper seminar as an NDA has been signed.
   b. Code changes has to document even minor details such as the addition of legends into graphs.
   c. Team will be given back the mid-term report by Friday, so that they can know where can be improved for final report.

5. Prof's comment of possible value-add to project.
   a. Don't include anymore features. Focus and improve on the current features.
   b. Finalize report and power point presentation slides.

6. Analytics Practicum Conference
   a. Shortened from 2 days to 1 day.
   b. Date has been changed from weekdays to a Saturday.
   c. All are invited.

Action Items:

No.	Task	In-charge	Due date
1	Arrangement of meeting with sponsors.	Gabriel Leong	31 March 2016
2	Integration of codes.	Team Skulptors	31 March 2016
3	Report and presentation preparation.	Gabriel Leong	31 March 2016

The meeting was adjourned at 2.10pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Gabriel Leong

Vetted by,

Tan Siying