Supervisor Meeting Minutes

Date/Time: April 02, 2018

Venue: SMU

Attendees: Yorisan, Cliff and Amanda

Agenda: 1. Ask about Prof Kam's opinion on the structure of our report
2. Ask about excluding the EDA
3. Ask for opinion on Poster

S/N	Notes	Action by	Follow-up Action
1	Prof tells us to use a single column format for report. Commented that the content of paper is to compare the different software, but the title does not read that way. Not in line with the actual content of the paper. Suggests that we revise it such that the title reflects the content. E.g. a comparison study of tableau, Qlik sense and Excel for data visualisation. The reason why the title does not match: Term used is "methods", but the focus is on the different packages to work on it, the three different software packages to achieve dashboard design. Not the method. Cliff asks if discussing about the data structures, before the comparison is okay. Prof Kam suggests we cover it in the first part, the needs of reorganising the data to provide it a structure to be easier for any data visualisation. Examine the importance of data restructuring, to better design the dashboard. Prof's thoughts about general structure: it is not wise to jump straight into the disadvantages of the methods of visualisation. Should start by describing the purpose of the dashboard currently, what they are trying to show from the dashboard, before you critique on it. After the critique, you should first discuss the make-over design storyboard that you have. You have talked about the shortcoming, then have a section on the	Cliff and Yorisan	Amend the report, to include the make-over design storyboard.

	suggested makeover you want to implement, before going into describing into how they are implemented and achieved through excel, Qlik, suggest how you want to improve it, before going into the way you are going to do it, execution. For execution, start with excel, then Qlik, then Tableau, then come back to excel. Show after the critique, how you are going to use excel to implement it, Qlik then tableau. Each of the suggestions should provide a full screenshot of the dashboard which was created. In the critique, you would have pointed out certain things, and in the proposed changes, you would have the proposed sketches, then you show the implementation and then identify the weakness and strengths. Revise the make-over exercise in VA, to come out with the section on the critique. Storyboard, with what is the revise dashboard should look like, before you implement it.		
2	We are sending the client both the report and the poster. The conference paper is to be presented during the seminar, so it needs to be anonymised. For the paper, you focus, narrow down the experience of working on the project, and share the content, thus it needs to be cleared with the client. The actual final report sent to the client it between us and client. There is not much editorial, there must be editorial effort, as it affects the grading of the paper. Challenge the content with respect to methods, statement, etc. You do your work, but when someone wrote section 1 introduction, someone else should vet through if it reflects the content. All the authors should contribute in writing the paper. Need to provide feedback and critique, there must be some differences in the way we look at the content, and whether it is really in line, descriptions, explanations. Do we have concerns? If you are not clear, state it, and iterate through. E.g. If one member commented: not very	Cliff, Yorisan and Amanda	Anonymise the conference paper. Amend report to be an independent evaluation, with an objective comparison. The recommendation would thus, likely be Tableau.

	clear on this, highlight that part, please elaborate, comment back "done, please proofread again. "To check if things are described correctly or not. The first draft should have a lot of suggestions. Team asked if last part of report, future recommendations, is okay. Prof said it is fine to organise the recommendations in those few areas, data extraction and prep, but for second, improvement to dashboard, it is kind of different in the content you describe, try to differentiate a good dashboard design and a good dashboard tool. First thing to talk about: we found that the way they design the dashboard is not easy to use, thus a makeover. Looking at the existing dashboard that they have, and compare to our own version, critically see where are the areas you can improve. The dashboard design should incorporate best practices. 1. How to reorganise data for 2. Limitation of current design and how to further improve it 3. Which software can better achieve the design you have Then recommendation will be useful. You need to have a carefully designed dashboard. To execute the perceived dashboard, this is where the packages come it, which allows you to do it in the most effective way. Prof asked why tableau is not the recommendation. The team is told to do an independent evaluation, with an objective comparison. After comparing, the best would be Tableau. We are not aiming to find the most practical software for the client, else it would be going along with their wishes, and there is no need for a comparison. The comparison should be based on the test implementation.		
3	Team is told that EDA is not worth exploring, so we can exclude it and focus on current work and if possible do improvement on it.		
4	Poster: The design of the three dashboards are very different, thus difficult to compare. To do the comparison, the difference should be minimal. Input behind-the-scene and the output for each		

| | software, the interface, the overall view should be similar, placement. How each software interface is interacted with may not be similar. | | |