



SUPERVISOR MEETING 6

Date	08 March 2017
Time	2pm to 3pm
Venue	School of Information Systems Meeting Room 4.4
Attendees	Prof. Kam Tin Seong (Supervisor) Wei Xiaoxin Wu Di Zheng Xiye
Absentees	nil
Agenda	<ol style="list-style-type: none"> 1. Enquiry for Data Cleaning 2. Enquiry for Data Visualization

AGENDA

No.	Task	Follow-up
1	Enquiry for Data Cleaning ✓ We consulted Prof. Kam on how to generate pivot table in R. Prof. Kam recommended sgplot library and he mentioned we should check with our sponsor whether the pivot table in the raw data file is for the sake of facilitating report preparation only. If that's the case, we do not need to generate a pivot table in the clean data file.	1. Email sponsor to clarify whether there is a need to generate pivot table in clean data file.
2	Enquiry for Data Visualization ✓ We consulted Prof. Kam on how we should present the visualization. Prof. Kam recommended sparkline and offered us with some relevant materials. He mentioned the purpose is to show the trends through a specific time frame so that our sponsor would be able to compare the data among different months and potentially identified hidden trends, as currently the data are organized by discrete month.	1. Research on sparkline

The meeting was adjourned at 3:00pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Xiaoxin

Vetted by,

Wu Di, Zheng Xiye