

**MEETING MINUTES #7– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

12th February 2017  
Aayush’s house

Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Update wiki
2. Try out text mining

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. Update wiki with preliminary analysis 2. Finalize the survey 3. Complete text mining and use weightages of words to give each subject line a weightage. Finish one feature – subject line weightage by next meeting. 4. Discuss how the metrics can be useful in giving business insights to the user. 5. What kind of features will we generate for the email data analysis? We discussed two more features – email chain ratio and email exchange ratio. We generated a formula to calculate these ratio based on the email data. |  |  |  |
| Research on small length text categorization | Prekshaa | 15th February 2017 |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*