Singapore Management University
ANLY482 Analytics Practicum

Team Meeting Minutes 3 as on 16th January 2017

Time Start:	1.00pm
Time End:	2.30pm
Location:	LKCSB Level 1
Recorded by:	Peh Zhan Hao
Vetted By:	Heng Kok Chin

Attendees:	
Heng Kok Chin	Undergraduate, Singapore Management University
Peh Zhan Hao	Undergraduate, Singapore Management University
Tan Yong Kiong, Alson	Undergraduate, Singapore Management University

Agenda
1. **Fine Tuning of Project Proposal**
2. **Analysis of Data**
3. **Email Project Sponsor to Request for Complete Data**

No.	Discussion:	Action by:	Deadline:
A	**Fine Tuning of Project Proposal**		
	• Zhan Hao conducted literature review and added his findings into the proposal • We discussed and listed out the data variables we would require for our analysis • As we have yet to obtain the complete data from our Project Sponsor, we described our proposed methodology based on our initial plans	Edufy	16 Jan 2017 (Mon)
B	**Analysis of Data**		
	• We realized that the initial data provided by our project sponsor was incomplete and are unable to proceed further with our data cleaning and preparation. • We agreed to come up with an Entity Relationship Diagram to help us better decide on our data fields to help us better visualize the big picture due to the complexity of our problem • Kok Chin agreed to come up with the initial version using Microsoft Visio, and we will then discuss together to see if there are any changes	Kok Chin	19 Jan 2017 (Thurs)
C	**Email Project Sponsor**		
	• Request for complete data from client • Arrange a next meeting to discuss about data provided to clarify the doubts we have on the data provided	Zhan Hao	16 Jan 2017 (Sun)
D	**Next Meeting Agenda Items**		
	1. Complete Entity Relationship Diagram 2. Sign Non-Disclosure Agreement 3. Start on data wrangling and preparation	Edufy	23 Jan 2017 (Mon)