

Supervisor Meeting #3

Date	28 September 2016, Wednesday
Time	4:30pm - 5:30pm
Venue	SMU SIS Meeting Room 4.1
Attendees	<u>Supervisor</u> Professor Kam Tin Seong
	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda

1. Team progress regarding data cleaning process
2. Present mock-ups to Supervisor
3. Submit NDA

Discussion

S/N	Discussion
1	Update team progress on data cleaning <ul style="list-style-type: none">• Supervisor advises team to be explicit in sharing findings from data cleaning and document it.• Submit documentation process onto elearn dropbox due to NDA requirements
2	Present Mock-ups to Supervisor <ul style="list-style-type: none">• To remove the "amount" in Sales Amount Analysis to prevent confusion

	<ul style="list-style-type: none"> • For a more useful analysis, a reference line should be added onto sales analysis chart for clients to benchmark their performance. Benchmark can be for example the average sales for the past 3 months • To research on the best practices on dashboard design. Book Information Dashboard Design by Steven Few Version 2 from NLB or refer to www.perceptualedge.com for literature review on dashboard designs. Refer to dashboard design lecture slides from VA class. • Advised to create a front page to see the overview of entire KPI before entering the different visualizations.
3	<p>Midterm presentation (< 10 min) is due end of week 8. Contents should be as follow:</p> <ul style="list-style-type: none"> • What we have done so far? • What is the learning experience up to today? • What's next till final presentation? • Blur out sensitive information from the video <p>Midterm progress report:</p> <ul style="list-style-type: none"> • Recap project objective (keep it short) • Schedule, Gantt Chart • Compile what we have done so far • Plans for second half of the project

Action Items

Task	In-charge	Due Date
Email Supervisor regarding d3.js workshop venue	Shiqi	28 September 2016
Research on dashboard designs by Steven Few	Joanna	2 October 2016

Prepared by,
Shiqi Chen

Vetted by,
Joanna Tan