Internal Meeting Minutes 6

Date: 20th February 2018

|  |  |
| --- | --- |
| Present: | Russell, Weilun, Jing Ying |
| Venue: | SIS GSR 2.7 |

## Agenda

* Discuss on Interim Presentation and Report requirements
* Update one another on the findings for the new dataset from Oct 2016 to Dec 2017

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Details | Person In Charge | Status |
| 16:00 | We looked through the interim requirements sent by Prof. Kam and see what we are missing, which are mainly:* Formulate managerial or/and business recommendations based on the analysis results

There are also requirements which we are kind of confused and we will clarify with Prof. Kam when we meet him on Friday:* Appropriateness of the analytical data.
* Quality of the analytical data

We also discussed on how to move on from here now that Interim is nearing. Apart from working on our individual parts, we will start on the draft slides tomorrow as we need to show that to Prof. Kam on Friday. After which, we will work on the report based on the information we have found out. |  |  |
| 17:00 | We found out that the location information has some anomalies in the LocName field. Apart from the usual locations, there are some that states FLOOR1 or DAMAGED etc.This will be clarified with our sponsor to find out what it is regarding. |  |  |
| 17:30 | We plan to submit the proposal tomorrow and will work on updating the Wiki page as well as the slides and report, together with more EDA to be done. |  |  |

Upcoming To-Dos:

1. Do more EDA for Inbound and Outbound reports based on the new dataset for Oct 2016 to Dec 2017 only to clearly understand each column of the data, and update Wiki on that

2. Discuss on possible Visualizations after we understand more about the data

3. Meeting with sponsor on Friday to update them on what we have so far, and to see if there are other inputs from them