TEAM V
ANLY482 INTERNAL MEETING
MINUTES 6

Date	25 January 2017
Time	15:30 - 16:30
Venue	SIS Level 3 benches
Attendees	Team V: Andrew, Sarah
Agenda	1. Mutual update on EDA progress

S/N	Item Discussed	Remarks
1	Data	- Sarah updated that she had created 2 new columns of is_master & is_online and added value labels respectively - Likewise, Andrew updated that he had created 3 new columns of year, month & day - Sarah updated that bookings made by admin have been removed
2	EDA	- Andrew updated that he had revised the Bookings breakdown by type, status & frequency into the appropriate JMP chart format - Sarah updated that she had completed the Bookings breakdown by year, month & day - Andrew suggested that there should be a Bookings breakdown by year & month as one single chart to show a clearer picture - Andrew added that he is still working on Bookings breakdown by recency. Currently, the duration from signup to 1st booking has been calculated as a new column. The next step would be to categorize them into 1 week, 2 weeks, 3

		weeks, 1month and > 1 month - Sarah mentioned that she is still working on Bookings breakdown by monetary value. Slightly confused over the bookings data as there are multiple columns with price - Andrew mentioned that the total_price column is the price before discount

S/N	Action Item	Action By	Deadline
1	Prepare supervisor meeting slides	Andrew	By 1 Feb 2017
2	Continue working on respective EDAs	Andrew, Sarah	By 1 Feb 2017