**Meeting Minute 3**

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| **Date:** | 9th February 2015 |
| **Time:** | 10.00am – 11.00am |
| **Venue:** | SIS Meeting Room 4-6 |
| **Attendees:** | Prof Kam, Le Hoang Trinh, Zheng Tianwei |
| **Absentees:**  | Nil |
| **Things discussed:** | 1. Team update on progress

(please refer to slides)* 1. Crawling & cleaning data
	2. Overview for company distribution
1. Prof’s advices on team progress
	1. Data Cleaning:
		1. Company data still has duplicates
		2. Extract the postal code >> to check if anything happens between companies in the same building, track duplicated companies
		3. Missing Data from Parented Company: approve team’s proposal fix
		4. Cross check data between the company dataset and the executive dataset
	2. Data Storage: Keep raw data file in proper Excel, i.e. no macro >> easy to retrieve in the future
	3. Company Distribution Overview: Grouping is too details, re-group to higher level
	4. JMP Tool:
		1. Use Sort Function to identify the top values: Distribution >> Right Click >> Order by >> Ascending
		2. Save Script for future references: Script >> Save script as
	5. Next week progress
		1. Overview distribution for executive data.
2. Suggestions on Presentations wide
	1. Put notes below each slides for explanations & references. I.e. each column is how many percents of the data, total make up of how many percents?
	2. For each suggestion in data cleaning, make sure to state Propse Fix / Suggestions >> easier for reader to follow the flow and track the level of discrepancy
3. Administrative tasks
	1. Revise Proposal
	2. Mid-term presentation in week 8
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**Tasks**

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| **No.** | **Task** | **Assigned Person** | **Due Date** |
| 1 | Revise proposal | All | 10.02.2015 |
| 2 | Re-extract data from OneSource to include postal codes  | Tianwei | 10.02.2015 |
| 3 | Re-calculate company overview distribution | Tianwei | 11.02.2015 |
| 4 | Overview Summary on Executive Distribution 1 | Tianwei | 12.02.2015 |
| 5 | Overview Summary on Executive Distribution 2 | Trinh | 13.02.2015 |
| 6 | Overview Summary on Executive Distribution 3 | Trinh | 14.02.2015 |
| 7 | Update Wiki Page | Trinh | 15.02.2015 |

The meeting was adjourned at 11.00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Le Hoang Trinh

Vetted and edited by,

Zheng Tianwei