**Week 4 – Group meeting minutes**

*Data cleaning*

* For outbound emails, we noticed that “Local” is the actual receiver of the email as the Receiver’s e-mail ID was the same as the Sender’s e-mail ID
* So, we created a formula that would replace the Receiver’s email ID in the outbound rows with the one found in the Local column
* We then hid and excluded the Local column as it was of no use to us anymore
* Other columns that we hid and excluded are: Originator, Direction, Inbound count, Outbound count, Size, Msg ID
* Added the First name, Last name and titles of receivers and senders
* Deleted emails to and from postman, postmaster, nas, jira, zabbix (~),
* Created several visualization on Tableau (Eg.monthly email activity of every employee)