**AP Internal Meeting Minutes – 27 January 2016:**

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| Date: | 27 January 2016 |
| Time: | 7:30 p.m. |
| Venue: | SMU SOE GSR 2-3 |
| Attendees: | Denise Quek Si Ying |
|  | Tan Wei Song |
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| Agenda: | 1. Discuss supervisor feedback |
|  | 2. Data cleaning |
|  | 3. Prepare for sponsor meeting  4. Discuss visualizations |

1. **Review of meeting’s discussion**

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| **S/N** | **Issues Discussed** | **Action By** | **Due Date** |
| 1. | Discussed supervisor meeting feedback:   * Refine objectives and methodology * Listed out to-do list based on feedback   + Arranged for sponsor meeting next Monday (1 Feb 16 @ 1130am)   + Listed out questions to ask sponsor during the meeting   + Explore data | Denise & Wei Song | - |
| 2. | **Data Cleaning & Exploration**   * Removed irrelevant data variables * Coded “Others – please specify” open-ended answers * Explored data to see if sample is true to population demographics & equally distributed | Denise & Wei Song | - |
| 3. | **Visualizations**   * Discussed potential visualizations * To group variables together for means of visualization through requirements and clustering techniques | Wei Song and Denise | 3 February 2016 |

1. **Next meeting’s agenda**

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| **S/N** | **Issues Discussed** | **Action By** |
| 1. | Next meeting will be set on 3 February 2016 (Wednesday) at 7:00pm tentatively.  Agenda:   * To discuss sponsor feedback * More data exploration   + Identify relationships between variables | - |

The meeting was adjourned at 10:30pm. These minutes will be circulated and adopted if there are no amendments reported within the next three days.