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

|  |  |
| --- | --- |
| Date: | 27 January 2016 |
| Time: | 7:30 p.m. |
| Venue: | SMU SOE GSR 2-3 |
| Attendees: | Denise Quek Si Ying |
|  | Tan Wei Song |
|  |  |
| Agenda: | 1. Discuss supervisor feedback |
|  | 2. Data cleaning |
|  | 3. Prepare for sponsor meeting4. Discuss visualizations  |

1. **Review of meeting’s discussion**

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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.