

Team Meeting Minutes #5

Data/Time: 2 Feb 2018

Venue: SMU Library Project Room 4.1

Attendees: Chia Chek Wei, Lim Ching Ye, Lim Yee Khang

Agenda:

1. Discuss issues highlighted during Supervisor Meeting
2. Explore Geocode as tool to be used to obtain coordinates

S/N	Notes/Task	Assigned To	Follow-up Action
1.	<p>Discussed issues highlighted during Supervisor Meeting</p> <ul style="list-style-type: none"> - Geocode locations - Proper way to do heatmap - Consider usable data <p>Refer to Supervisor Meeting Minutes #2</p>	Chek Wei, Ching Ye & Yee Khang	Nil
2.	Assigned a serial number (S/N) for each record for future reference.	Chek Wei, Ching Ye & Yee Khang	Nil
3.	<p>Ensure that Geocode Excel VBA works for all. Allocated a set of data points for each member to work on.</p> <ul style="list-style-type: none"> - Split the current location into 2 new columns, "Location" and "Remarks" - "Remarks" will include additional information on where the bikes are located e.g. "near lift A" - Inserted new columns for latitude and longitude 	Chek Wei, Ching Ye & Yee Khang	All to work with allocated data and obtain the coordinates using Geocode that will be used for discussion in the next meeting.