

Analytics Practicum Team Meeting 04

MINUTES

SEPTEMBER 28, 2016

1530 - 1700

SMU SOE BUILDING LEVEL 3

MEETING CALLED BY	Chong Xin
TYPE OF MEETING	Midterm Report Preparation
FACILITATOR	-
NOTE TAKER	Chong Xin
TIMEKEEPER	Chong Xin
ATTENDEES	Chong Xin, Bowei, Hui Min

Agenda topics

1530 - 1600

SPONSOR MEETING PREPARATION

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"> - Hui Min to pass Tableau workbook to Chong Xin, and Chong Xin will attempt to uncover insights from the Tableau visualisation. Chong Xin will include these insights in the sponsor report and midterm report - To update the slides for Sponsor Meeting 01, and visualisations to show sponsor - Bowei suggested to ask the sponsor what variables they have in mind that will possibly the traffic flow to a library. Since they are industry experts, they may have certain variables in mind that the team did not think of - To highlight sponsors on the anomalies and errors spotted in the initial data provided - Hui Min mentioned a difficulty in adding the median-line in the visualization, as mentioned in Supervisor Meeting 05 - Bowei suggested using the annotate function in Tableau, and add a median-line with a formula input - Bowei suggested that work should be split by function - Chong Xin to look into different centrality measures of MRT stations and check implementation in R. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- As per mentioned above	All members	Sponsor Meeting 01

1600 - 1700

MIDTERM REPORT PREPARATION

ALL MEMBERS

DISCUSSION	<p>Things to be included inside the midterm report:</p> <ul style="list-style-type: none"> - Summary of anomalies and errors - Showcase initial visualization & findings/insights - Sponsor comments and project's future direction (midterm report depends on outcome of sponsor meeting) <p>To update the wiki page as well.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- As per mentioned above	All members	Sponsor Meeting 01

OBSERVERS	-
SPECIAL NOTES	<p>Sponsor Meeting 01 will be scheduled on 06 October (Thu), 3.30pm, in school.</p> <p>Supervisor Meeting 06 will be scheduled on 04 October (Tue), After 2pm, in school. Tentative on Prof's schedule.</p>