Meeting minutes

Attendees	Esther, Ziteng, Desmond
Date	2017/08/20
Location	SIS Level 4
Meeting Agenda	- Discuss on the J&J Project - Distribute work for proposal and wiki page

Notes	**Important Milestones**
	Proposal, wiki: Aug 27th -- 15%
	Midterm, interim report, wiki update: week 8, 13th October 2017 -- 30%
	Final, research paper: week 14, 25th November 2017 --55%
	
	Timeline
	Proposal
	   • Project hunting
	   • Requirement gathering
	   • Idea brainstorming
	   • Wiki page
	   • Tool installation
	   • Proposal drafting
	Midterm
	   • Data cleaning
	   • Data exploration
	   • Descriptive analysis
	   • Interim report
	   • Interim slides
	   • Wiki page update
	Final
	   • Predictive analysis
	   • Testing
	   • Wiki page update
	   • Final research paper
	   • Poster
	   • Conference
	   • Update Sponsor & final deliverables for sponsors
	
	Proposal Outline and work distribution - By Wednesday, Aug, 23th
	   • Overview
	     Sponsor introduction → Ziteng
	     Project introduction → Ziteng
	   • Motivation → Demond
	   • Objectives → Esther
	   • Literature Research → All members
	   • Data
	   • Scope of Work → Desmond
	   • Data Preparation
	     Variable transformation
	     Multi entry data
	     Missing value

	Outlier
	• Methodology Technologies • Deliverables → Ziteng • Stakeholders → Esther • Work Plan → Esther • Limitations and future work • References **Wiki Page and work distribution - By Friday, Aug 25** Home • Current progress → Ziteng • Midterm • Final About Us • Our team → Esther • Supervisor → Esther • Sponsor → Ziteng, Esther Project Overview • Motivation → Desmond • Objective → Esther • Scope → Desmond • Methodology and technology → Ziteng Project Management - 3 → Desmond, Esther Documentation - 3 → Esther
To-do	- Complete the proposal draft by Wednesday - Complete the wiki page by Friday - Complete the rest of the proposal during weekends