

**MEETING MINUTES #6– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

28th February 2017, 3:30pm
SIS MR 4.1
Prakash Sukhwal (Supervisor)
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Midterm Presentation Feedback
2. Our upcoming agenda for the coming weeks

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prof Prakash | 1. The validation part is still not clear.
	1. When you do validations, please show. Do not just show qualitative proof. Show your research, and your analysis of why you did what you did.
	2. You need to do enough ground work and that is missing🡪 after midterm is okay, but he is still skeptical about the survey.
2. Presentation was structured, and we understand better of where you are heading
3. One concern we have: What if the equation you get is not satisfactory to the client and to us?
4. Discussion of Dashboard – technical resources? We plan on using R for now
5. Even if you are not able to come up with a convincing equation, try and represent the metrics you have in diagrams 🡪 for example into networks. Show trends through networks, look for boundary conditions and loop holes for all the metrics. You can’t just build models that apply to the majority.
6. Use R’s infrastructure, but do not try to integrate the three different frameworks together (d3.js)
7. Prepare a design document for the Dashboard and get it vetted by the client
8. For any metrics:
	1. Do a lot of readings, explain and justify why you are doing what you are doing.
	2. Show your assumptions of the algorithm you are applying
	3. What are the limitations? What scenarios will your solution not cover?
 | 1. Dashboard design
2. Exploratory Data Exploration
 | Aayush, Akshita, Prekshaa | 4th March 2017 |
| Aayush, Prekshaa, Akshita | 1. Updates on what we plan to do next 🡪 List of metrics, for example: collaboration-silo index (for silos, you need to figure out a way of filtering those people who only receive instructions)
2. We suggested: Create different types of scores 🡪 with different weightages of for each feature. Prof suggested we prepare 2-3 metrics by next week’s meeting so we can have a more focused discussion.
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*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Aayush Garg, Akshita Dhandhania*