SMU
SINGAPORE MANAGEMENT UNIVERSITY

Team Meeting Minutes #1

Date/Time 4th Jan 2017, 1.30pm to 230pm

Venue SMU Library Study Booth 4.1

Attendees Zoey Loh, Aishwarya Agarwal & Nasrullah Bin Khairullah

Agenda 1. Share and confirm the nature of project with Prof Kam
2. Identify the scope of project and any questions to pursue

S/N	Notes/Task	Actor	Follow-up Action
1.	We shared our secondary research findings and came into consensus that age, socioeconomic status, previous appointment experience are major factors for no-show appointments. The conference paper 'Predictive Analytics for Outpatients Appointments' (recommended by Prof Kam) is no longer available in SMU library database.	Nas & Aishwarya	To check with Prof Kam if he has a copy of the conference paper (Completed: See Prof Meeting Minutes #2)
2.	We looked into the dataset and these were our initial findings: ● The type of data is in order. We decided to leave the time as a categorical variable as we plan to compare time with the number of cancelled appointment. ● There were some missing data and we have to look into the other variables in order to make sense. However, some variables such as 'Ref type' is difficult to be determined. ● We decided to exclude the variable 'Date of Birth' as there is a variable 'Age'. ● For 'Visit Type', our sponsor had told us that there were mainly 5 categories; FV (first visit to a doctor), RV (reviewed visit to a doctor), AF (first visit to a psychologist), AR (reviewed visit to a psychologist) and TT (Treatment Triage). However, we found out that there were other unaccounted values such as FW, RW, XP. Our first instinct was that the staff may have keyed in wrongly but there were at least 100 of the same values. ● 'Nationality' was excluded as 'Revised Nationality' gave a better grouping of the data. ● We also excluded 'TR_CAT2', 'SUBV_DOCTYP2' and all payment variables.	Nas & Aishwarya	To share and clarify our intial data exploration with Prof Kam (Completed: See Prof Meeting Minutes #2)

3.	We delegated tasks for each member to do during the weekend	Zoey & Nas	To continue cleaning up the data
		Aishwarya	To look into the different models used in literature review and suggest possilbe models that we can consider