INTERNAL MEETING 3

Date	23 January 2017
Start Time	7:00pm
End Time	8:30pm
Venue	School of Information System level 4
Attendees	Wei Xiaoxin Wu Di Zheng Xiye
Absentees	Nil
Agenda	1. Sponsor meeting follow up 2. Future plan

AGENDA

No.	Task	Follow-up
1	**Sponsor meeting follow up** We firstly go through the sponsor meeting content and project scope: ✓ Copy the 4 data files (SOC, A&E, Inpt, PD) collected from sponsor ✓ Team goes through SOC data cleaning procedures again, to ensure everyone is clear about all the rules ✓ Choose a properly R programming tool to use: R vs R studio ✓ Need to create a sample data set of SOC, which will cover all the procedures to test the code logic in developing phase ✓ Based on the rules, all the team member goes back to try to work on the data cleaning part for SOC raw data first: o How to use R to read data from a .xlsx file o Try out to use R to filter data, perform 'lookup' function	To Do: 1. Need to consult prof Kam about R programming tools and any recommended library to use
2	**Future Plan** PHASE 1:	To Do: 1. Show this work plan to

	✓ Since there are 4 data file to be cleaned. Firstly, we worked on SOC data file together, and to gain more R programming knowledge, and each one takes one for the rest of 3 data sets after completing the SOC. PHASE 2: ✓ Work on report generation and formatting	supervisor, and gather feedback.

The meeting was adjourned at 8:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wu Di

Vetted by,

Wei Xiaoxin, Zheng Xiye