

# Analytics Practicum Team Meeting 05

MINUTES

OCTOBER 6, 2016

1710 - 1800

SMU SOE BUILDING LEVEL 3

MEETING CALLED BY	Bowei
TYPE OF MEETING	Work Allocation for Midterm Progress Report
FACILITATOR	-
NOTE TAKER	Chong Xin
TIMEKEEPER	Chong Xin
ATTENDEES	Chong Xin, Bowei, Hui Min

## Agenda topics

1710 - 1800

MIDTERM PROGRESS REPORT

ALL MEMBERS

DISCUSSION	<p>Team has received Prof's email that the midterm progress report is due on 16 Oct (Sun).</p> <p>Work allocation for the report, by sections:</p> <ul style="list-style-type: none"><li>- Project Objectives (Chong Xin)</li><li>- Project Problem Statement (Chong Xin)</li><li>- Summary of Anomalies &amp; Errors (Chong Xin)</li><li>- Planning Area Reconciliation (Hui Min)</li><li>- Library Branch Code Reconciliation (Hui Min)</li><li>- MRT Stations (Bowei &amp; Chong Xin)</li><li>- Shopping Malls (Bowei)</li><li>- Tuition Centres (Bowei)</li><li>- Bus Stops (Hui Min)</li><li>- Patron Flow at Library Level (Hui Min)</li><li>- Patron Flow at Planning Level (Bowei)</li><li>- RFM Analysis (Bowei)</li><li>- Shiny R (Bowei)</li><li>- Revision of Work Plan (Hui Min)</li><li>- Revised Scope of Work (Hui Min)</li></ul> <p>Once the report is done up, the team will transfer the content to the Wiki page. Hui Min will also tidy up the Tableau visualisations to be uploaded for midterm progress report submission.</p>					
	<table border="1"><thead><tr><th>ACTION ITEMS</th><th>PERSON RESPONSIBLE</th><th>DEADLINE</th></tr></thead><tbody><tr><td>- As per mentioned above</td><td>All members</td><td>09 Oct (Sun)</td></tr></tbody></table>	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	- As per mentioned above	All members
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE				
- As per mentioned above	All members	09 Oct (Sun)				
OBSERVERS	-					
SPECIAL NOTES	-					