

<b>Date</b>	Tuesday, 20/03/2018
<b>Time</b>	13:00 – 19:00
<b>Venue</b>	LKS Lib proj. 4-14
<b>Attendees</b>	Tan Yong jin, Wu Wei, Wang Miaoqiong
<b>Agenda</b>	<ul style="list-style-type: none"> <li>- <b>Complete handover documentation</b></li> <li>- <b>Documentation of report screenshots (requested by project supervisor)</b></li> <li>- <b>Working on phrase 2 – geospatial analysis</b></li> </ul>

S/ N	Item Discussed	Remarks
<b>1</b>	<b>Complete handover documentation</b>	As suggested by project sponsor, we need to handover phase 1 deliverables on 23 Apr. In this meeting, we prepared handover documentation, which documents the necessary steps of constructing database and Power BI reports.
<b>2</b>	<b>Documentation of report screenshots (requested by project supervisor)</b>	As requested by project supervisor, we need to provide screen shots of each report in Power BI reports, brief introduction and intentions of each report, and filters we used in the Power BI reports. During the meeting, we finished the documentation of report.
<b>3</b>	<b>Working on phase 2 – geospatial analysis</b>	After exploration, we decided to use Tableau for insight discoveries due to the inability of showing specific region in Power BI and processing one-month data. We will continue on this in the next meeting.

Prepared by,

Wang Miaoqiong

Vetted by

Tan Yong Jin and Wu Wei