

**MEETING MINUTES #7– SUPERVISOR**

**Date/Time  
Venue  
Meeting with  
Attendees**

22nd March 2017, 04:30pm  
SIS MR 4.5  
Prakash Sukhwal (Supervisor) & Prof Kam (Course coordinator)  
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

Overall project and progress feedback

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prof Kam | 1. Submit your sandbox – all sql files, data files, any kind of work you have done. 2. Keep updating on the wiki (meeting minutes and others) whatever you are working on. We need to see what you are working on, otherwise we will not know. This includes constantly uploading the files you are working with on elearn under ‘Artifacts’. | Upload all files we have worked with so far | Akshita | 22nd March 2017 |
| Complete supervisor and sponsor meeting minutes and upload on wiki | Prekshaa | 22nd March 2017 |
| Complete internal meeting minutes and upload on wiki | Prekshaa | 26th March 2017 |
| 1. Take a look of what the previous group of the same project did. Look at their **EDA** 🡪 it is very detailed and provides employee specific insights. We should be able to see the limitations of the current analysis. Write down what you observe and what are your insights and findings. Take a look at their **data preparation** as well. 2. Describe the relationship and classification of metrics. 3. Show your exploratory data analysis. Give an in-depth discussion of what is going on. 4. Draw all networks and check each network with each different kind of centrality (betweenness, closeness, degree, eigenvector). 5. **Submit your EDA by next week** | Document all EDA we have done so far properly | Aayush | 26th March 2017 |
| 1. Provide literature review to validate what you are doing. Give citations 2. Conduct a social network analysis on your survey data and discuss your observations clearly. What are your findings? Explain how you are going to use your findings to process further. 3. Clearly document all the work you have done and upload it on elearn and wiki respectively 4. Update whatever you have to discuss with Prakash before the meeting on elearn so that Prakash can take a look at it. | Text mining literature review | Prekshaa | 29th March 2017 |
| Document Regression data preparation and findings | Akshita | 22nd March 2017 |
| Regression literature review | Akshita | 28th March 2017 |
| SNA of survey data | Aayush, Akshita, Prekshaa | 26th March 2017 |
| Aayush, Akshita,  Prekshaa | From our previous meeting with our sponsor, we were told to completely focus on delivering an academic report. We do not need to do the dashboard at all. |  |  |  |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Aayush Garg, Akshita Dhandhania*