

**MEETING MINUTES #3– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

24th January 2017, 3:30pm
Outside SIS MR 4.3
Prakash Sukhwal (Supervisor)
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Discuss survey questions
2. Discuss our approach towards the project and provide updates

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prakash Sukhwal | **Project expectations**Prof discussed the expectation of the project and what we are required to deliver. We could create a dashboard that is integrated with the company’s pipeline, so that it can show insights in real time with the data, instead of just doing a post-event analysis. He mentioned we must provide them with a prototype of how this would look and function. | Discuss how this could be done with the client | All | 25/01/2017 |
| Prakash Sukhwal | **Survey**1. Regarding the survey questions, Prof suggested that we should include some questions that will capture the employees’ interactivity with colleagues outside the workplace as well.
2. Allow respondents to give more than one name for each question, rather than limiting it to a single person. For example, the top 3 people, instead of just 1.
3. We could use cloud providers such as **R Shiny** to create your final dashboard product integrated into their pipeline.
 | Add questions to recognize the respondents’ interaction with their colleagues outside work.  | Prekshaa | 25/01/2017 |
| Prakash Sukhwal | **Our Approach**Tools we could use for our preliminary analysis – Gephi (can be pushed as a web service for the dashboard directly). | Email prof for access to SAS softwares | Akshita | 25/01/2017 |
| Preliminary analysis using Gephi – exploration of network, check for biases.  | Aayush | 31/01/2017 |
| He mentioned we should focus on data cleaning and feature engineering (for text mining) before jumping to designing the solution.Suggestions:1. Create a dictionary of key values to better define the summary of words you find from text mining.
 | Research on Text mining approaches and possibilities for email subject line analysis | Akshita, Prekshaa | 31/01/2017 |
| Aayush, Prekshaa, Akshita | **Update on project**1. We better understand where we are going and what the objective of the project is 🡪 find new metrics to measure influence, interaction etc. For example some measures are understanding the leadership abilities of employees.
2. We tried to email some companies’ HR to ask for what kind of insights would they find useful to analyze employees or organizational network. We received no response.
3. Researched on Text analysis, Sentiment Analysis. Read up previous group’s work to differentiate our project
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*Meeting minutes prepared by Prekshaa Uppin*

*Minutes has been vetted by Akshita Dhandhania, Aayush Garg.*