

Team Meeting #7

Drafted by: Liam Pang (23/02/2018)

Edited and Vetted by: Tan Rui Feng (24/02/2018)

<u>Date</u>	<u>Time</u>	<u>Venue</u>
23/02/2018	1200Hrs – 1400Hrs	SIS GSR 2-2

Participants: Ong Geok Ting, Tan Rui Feng and Liam Pang

Agenda:

1. **Updates on Interim Report**
2. **Updates on Data Exploration and Clustering**
3. **Visualisations on Google Data Studio**

Meeting Item 1: Updates on Interim Report				
S/N	Issue	Action	By	Due
1	Pang shared about his progress on the interim report where the team is looking at reporting the contextual learning	None	None	None
2	The team is worried about the progress of the report given that the data exploration is not filled in yet	The team needs to perform exploratory data analysis and keeps up to the progress of report	All	25/02
Meeting Item 2: Data Exploration and Clustering				
S/N	Issue	Action	By	Due
1	The team tried to look at the clustering results and try to make sense of the cluster means. However, it seems that the day and time of the week doesn't have an impact to clustering results	The team should use aggregate measures for variables and listings instead	Tan	25/02
2	Clustering is done through decluttering over 4000 paid users which is near to 80% of population.	The team needs to look at how data is filtered for paid users.	Tan	25/02
3	The variables seem to be still skewed.	Include and exclude variable	Tan	25/02

Meeting Item 3: Visualisations on Google Data Studio

S/N	Issue	Action	By	Due
1	Ong has started incorporating different data sets into the studio. However, she faces difficulties in doing so because the data sets are different in nature – one is time series while the other one is linked to users	Explore options with supervisor before resolving the issue	Ong	25/02
2	The visualisations need to be convincing for the sponsor to accept	The team needs to arrange a meeting with the sponsor to understand what kind of visualisations they prefer	All	27/02