Meeting Minutes

**Date:** 26th February 2018

**Time:** 1200hrs

**Attendees**

* Mr Han (Sponsor)
* A.Shafiq Yussaini

**Absentees**

* Edwin Peter (Had a lesson)

**Purpose of Meeting**

This sponsor meeting is to inform our client what we have been able to accomplish with their data. It also serves to inform our client the difficulty we had with regards to cleaning and aggregating his data for analysis.

**Agenda**

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| --- | --- |
| No | Description of Agenda |
| 1 | Update MBA results |
| 2 | Share the team’s experience of cleaning data |
| 3 | Update the client on what we intend to include for midterms presentation |
| 4 |  |
| 5 |  |

**Questions to Raise**

NIL

**Unfinished Business**

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| --- | --- | --- |
| No | Description | Remarks |
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**Notes taken during meeting**

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| No | Description | Remarks |
| 1 | We showed our client the analysis that we have performed based on the dataset that they have kindly provided to us. We explained that we wanted to use MBA because we felt it would be useful for him to know what are the popular baskets that he has and he then can make recommendations to new clients based on these baskets. Mr Han also mentioned that this analysis would be useful to him through telling his old clients to try new programs if he observes that they have been using the same basket of activities over and over again. |  |
| 2 | The team also took the time to explain the struggles they had with aggregating and digitizing the clients data. The team then moved on to suggest whether we could build a database for the client but we needed his support through constant communication of the design on our database. Our client is happy with our suggestion and was willing to help us because he really feels that having a database would help him with his record keeping issues. |  |
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**New Tasks**

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| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Develop ER diagram (for the database) | Shafiq and Edwin | 14th March 2018 |
| 2 | Create a suggested workflow based on ER diagram | Shafiq and Edwin | 14th March 2018 |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |