

**MEETING MINUTES #10– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

17th April 2017, 01:00pm
Prakash’s Office @ Level 4 SIS
Prakash Sukhwal
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

Feedback on draft report submission

|  |  |  |
| --- | --- | --- |
| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prakash | 1. No cover page – use the template
2. Picture with analysis
3. Add key terms after abstract
4. Template is on elearn for student’s paper
5. Justified formatting and single column
6. Literature review we need at least three papers – proper three citations
7. After intro, provide a summary of content of paper 🡪 how is your paper structured (remove format from abstract and place in introduction. Add outline to abstract
8. For methodology, put a flow diagram…how the data is integrated and how it is being analyzed. Make into a flow chart. Subparts all come under methodology
9. Put exploration under analysis
10. Tool based screenshots are not required. Put in tables of the configuration
11. Feature engineering under methodology. Why you saw the need to create these features.
12. For centrality...explain what are your findings? (Put under discussion). What are the short comings? Show the analyses that we’ve done...even if it doesn’t work…explain why we’re not using it.
13. For every feature, explain why it is necessary to have it?
14. Story: ‘This’ will lead to something…explain.
15. Put figure number for all the figures included. Every screenshot should have a title and table/figure number. For results, we can put direct screenshot. As a summary, have a table with results of all the models and provide your conclusion.
16. Remove bold for conclusions
 | Make respective changes to the report and formatting | All | 20th April 2017 |

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