

## Team Meeting Minutes #7

**Data/Time:** 21 Feb 2018

**Venue:** Online

**Attendees:** Chia Chek Wei, Lim Ching Ye, Lim Yee Khang

**Agenda:**

1. Discuss issues highlighted during Supervisor Meeting
2. Discuss next steps with regards to EDA

S/N	Notes/Task	Assigned To	Follow-up Action
1.	<p>Discussed issues highlighted during Supervisor Meeting</p> <ul style="list-style-type: none"> <li>- Definition of hotspots</li> <li>- Grouping of locations together</li> <li>- Data quality issues</li> </ul> <p>Refer to Supervisor Meeting Minutes #3</p>	All	Nil
2.	Final data cleaning for coordinates and category that are ambiguous	All	Nil
3.	<p>Discussed what are the areas to be covered for EDA:</p> <ul style="list-style-type: none"> <li>- Look at top 3 locations for the category</li> <li>- Explore time taken, dates and authority to find patterns</li> <li>- Ching Ye (HDB)</li> <li>- Chek Wei (Parks &amp; Reservoirs)</li> <li>- Yee Khang (Landed &amp; MRT Station)</li> </ul>	All	All to work on the category assigned for EDA
4.	<p>Discussed some critical data quality issues that would be further discussed in the report:</p> <ul style="list-style-type: none"> <li>- lack of unique identifier</li> <li>- vagueness of address</li> <li>- incomplete data for completed time and status not updated</li> </ul>	All	To further elaborate in the report