SUPERVISOR MEETING 4

Date	15 February 2017
Time	2pm to 3pm
Venue	School of Information Systems Meeting Room 4.1
Attendees	Prof. Kam Tin Seong (Supervisor)
	Wei Xiaoxin
	Wu Di
	Zheng Xiye
Absentees	Nil
Agenda	1. Work Progress Demo & Feedback
	2. Mid-term Presentation Miscellaneous

AGENDA

No.	Task	Follow-up
1	**Work Progress Demo & Feedback** ✓ Integration (UI & Data Cleaning Process): we have walked Prof. Kam through file upload → data cleaning → output Excel file containing all data pending verification. ● Prof. Kam commented that for the long run, it would better for us to have a file-based database, which makes file management easier for our sponsor. ● Prof. Kam also highlighted that after our sponsor has ran through data cleaning for the first time, cleaned data-set should be stored somewhere else. In that case, when our sponsor import cleaned data-set, our application does not have to run through the entire data-set and append the new data-set to the initially clean data-set. ✓ Report: building upon file upload and data cleaning process, we have walked Prof. Kam through the report generation process, in which its output is the consolidated report in data frame format.	1. Check with sponsor regarding output Excel file comment format 2. Ask our sponsor for more data to test out our application. 3. Explore how to output file in 'csv' format in seek of resolving the 'out of memory' issue.

	• Prof. Kam commented that the heading should be changed properly. Meanwhile, since our intended report output is in Excel format, he suggested us to show the report to our sponsor in pdf format (rather than asking her) as pdf format could not be modified and seems more professional as compared to Excel.
	✓ Big Data File trouble-shooting
	 • As we mainly use sample data-set for development, when we try to upload large data-sets, we tend to face 'out of memory' error. We reflected the issue to Prof. Kam and seek his help. Prof. Kam looked through our issue and suggested several approaches in resolving this issue:
	  ➢ Change R configuration (increase R memory)
	  ➢ Output file in 'csv' format	

2	**Mid-term Presentation Miscellaneous** ✓ Since we are only one week away from our mid-term presentation, we have consulted Prof. Kam how the mid-term presentation is like as well as all documentations required. Some of the point highlighted by Prof. Kam include: • Presentation (20 minutes) with Q&A in between. • Business value → potentially why our sponsor need the data cleaning and report generation (time-consuming and costly) • How R can be a useful data cleaning tool? • Why do we choose the R libraries for our project? • We may refer to our seniors' midterm for more details.	1. Prepare mid-term presentation slides as well as other documentations.

The meeting was adjourned at 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Xiye

Vetted by,

Wei Xiaoxin, Wu Di