# Team Meeting #4

*Drafted by: Ong Geok Ting (23/01/2018)*
*Edited and Vetted by: Tan Rui Feng (23/01/2018)*

| Date | Time | Venue |
|---|---|---|
| 23/01/2018 | 1630Hrs – 1830Hrs | Lib Proj Rm 3-05 |

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

**Agenda:**
1. Review new data sets obtained from REO
2. Discuss how to further breakdown the data sets for meaningful analysis

| Meeting Item 1: | | | | |
|---|---|---|---|---|
| **S/N** | **Issue** | **Action** | **By** | **Due** |
| 1 | Ong open up the data sets one by one and screen them on the LCD screen in the project room, she notice that some of the data are missing when opened in excel as they are really huge and requires viewing on other software – JMP Pro. | | | |
| **Meeting Item 2:** | | | | |
| 2 | Pang and Tan started to talk about how we will prepare the data in each sheets:<br>- User sheets: obtain membership length with REO<br>- Sessions and Listing sheets: bin the data into weekday and weekend and possibly into various time period of a day<br>- Enquires and co-broke sheets: use it as performance data | | | |

| 3 | Ong mention about the editing of our proposal after reviewing the new data sets given by our client | | | |
|---|---|---|---|---|
| 4 | Team will voice out our current steps during our next supervisor meeting to determine whether it is suitable. | Note down all our steps to be taken and consult Instructor Meena during next supervisor meeting | All | 24 Jan |