

TEAM V
 ANLY482 SUPERVISOR MEETING
 MINUTES 5

Date	8 February 2017
Time	18:00 - 18:45
Venue	SIS Meeting Room 4.3
Attendees	Team V: Andrew, Sarah Supervisor: Prof Kam
Agenda	1. Update supervisor of project progress 2. Update supervisor of EDA progress 3. Discuss some findings in EDA with supervisor

S/N	Item Discussed	Remarks
1	Clarifications with Vanitee	<ul style="list-style-type: none"> - Prof Kam suggested to the team, with regard to the professional and vanitee discount, instead of looking at how much loss for each booking, look at what the opportunity cost/loss they have suffered in a year. - Also, the team should clarify with Jame if Vanitee still earns revenue even if a booking is "Cancelled" and "No Show". - Andrew showed Prof Kam the formula the team came up with to calculate Vanitee's fees with. Based on the current formula, Vanitee is running a loss. The current formula calculates transaction fee, cashback and professional payout differently based on whether it is a vanitee discount or a professional discount. - Prof Kam mentioned that if the professional payout is based on the price after discount, Vanitee might not seem to make such a big loss. - The team took up the suggestion to do both calculations and compare it side by side and present it to Vanitee to show their revenue and loss for each formula.

		<ul style="list-style-type: none"> - The team should clarify with Vanitee about the numbers representing earnings and cost on their dashboard. - In JMP, we can go to Analyse > Tabulate > bring column over - Prof Kam said that at the end, we will still need to check with Vanitee if the calculations are correct.
2	Project Progress Updates	<ul style="list-style-type: none"> - After looking at the bookings, the team realised that in a single booking, there can be multiple services that fall under different category. (e.g. one is under "Facial", the other under "Nail") - Prof Kam suggested we just take the service that is booked first in the booking.
3	EDA - Update	<ul style="list-style-type: none"> - Andrew showed Prof Kam the latest EDA the team has done so far. They are (i) Breakdown by Recency into Months, (ii) Monetary Value, (iii) Breakdown by Duration from First Sign Up to a Successful Booking, (iv) Breakdown by Service count (most of time when customers book they only buy one service) - Prof Kam has no further comments but just asked the team to clarify with Vanitee the questions we have,

S/N	Action Item	Action By	Deadline
1	Continue with EDA on other tables - for Campaigns and Services/Categories	Andrew, Sarah	By 15 Feb 2017
2	Choose time slot for Interim Presentation	Andrew, Sarah	By 8 Feb 2017
3	Arrange meeting with Vanitee	Andrew	By 15 Feb 2017