

ANLY482 Analytics Practicum

Meeting Minutes

Date:	10/02/2015
Time:	1800h
Venue:	SIS Meeting Room 4.3
Attendees:	Prof KAM Tin Seong CHENG Fu Mei LEONG Wai Sum Lynette SEOW Hui Xin
Absent with Apologies:	–
Minutes Taker:	LEONG Wai Sum

Agenda:

Topic	Administrative Matters
Content	<ul style="list-style-type: none">• To record meetings for every meeting<ul style="list-style-type: none">○ To include follow-up actions, and respective person assigned and due dates• To make weekly update reports for every weekly meeting with the sponsor<ul style="list-style-type: none">○ In the form of presentation slides• Installation of JMP software<ul style="list-style-type: none">○ Licence file (JMP.per) to be put into JMPPRO > 11 folder○ Install JMP Updater; close JMP first before doing update• Webminer for introduction to JMP (found in “ANLY104” Dropbox folder)<ul style="list-style-type: none">○ JMP 4 is about clustering (relevant to project)

Topic	Exploratory Data Analysis
Content	<ul style="list-style-type: none">• To identify patterns and outliers• To spot possible monthly/weekly trends, seasonality• Familiarise with JMP<ul style="list-style-type: none">○ Read book called “Discovering JMP” from “Books” under “Help” tab

Follow-up Actions:

S/N	Task	Person Assigned	Due Date
1	Merge data	Lynette	12/02/2015, 2359h
2	Clean data, remove redundant fields	Lynette	12/02/2015, 2359h
3	Missing data pattern analysis	Lynette	16/02/2015, 2359h
4	EDA: <i>Customer</i> fields	Fu Mei	16/02/2015, 2359h
5	EDA: <i>Channel, Product</i> fields	Wai Sum	16/02/2015,

			2359h
6	EDA: Locations (<i>Owner, Origin, Destination</i> fields)	Lynette	16/02/2015, 2359h
7	Update Wiki page	Fu Mei	14/02/2015, 2359h
8	Update timeline	Fu Mei	14/02/2015, 2359h
9	Write out all past minutes	Wai Sum	14/02/2015, 2359h
10	Do up slides	All	16/02/2015, 2359h