

# Analytics Practicum Team Meeting 03

MINUTES

AUGUST 29, 2016

0930 - 1100

SMU SOE BUILDING LEVEL 1

MEETING CALLED BY	Chong Xin
TYPE OF MEETING	Project Proposal Preparation
FACILITATOR	-
NOTE TAKER	Chong Xin
TIMEKEEPER	Chong Xin
ATTENDEES	Chong Xin, Bowei, Hui Min

## Agenda topics

0930 - 1015

VISUALISATION DISCUSSION

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"><li>- Visualize all the libraries on the map of Singapore, with the planning areas demarcated out.</li><li>- When a user clicks a specific library, it will show the total number of patrons for the FY, and visualize the percentage proportion of patrons from each planning area</li><li>- Bowei will prepare the data required and pass to Hui Min to perform the visualisations</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- As per mentioned above	All members	Team Meeting 04

1015 - 1040

INITIAL FINDINGS

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"><li>- To create a slide deck that includes the following sections: Initial Visualization, RFM Data Analysis Insights, Summary of Anomalies, Assumptions.</li><li>- Chong Xin will be in charge of the sections: RFM Data Analysis Insights, Summary of Anomalies</li><li>- Bowei will be in charge of the sections: Initial Visualization, Assumptions</li><li>- Hui Min will do up the visualization and update Bowei accordingly</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- As per mentioned above	All members	Team Meeting 04

1040 - 1100

DATA ANOMALIES

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"><li>- In the TXN Dataset, there are branch codes that are not listed in the Collection Dataset</li><li>- To ignore the branch codes that are not listed when performing the initial visualization</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
-	All members	-

OBSERVERS	-
SPECIAL NOTES	Next Team Meeting (04) will be tentatively scheduled on 31 August (Wed), 3.30pm. All members will present on their findings in the next Team Meeting.