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| Date: March 22, 2018 |
| Time: 1500 – 1600hrs  |
| Location: SIS Meeting Room 4-7 |
| Attended By: Josh Ho, Ms. Meena |

**Instructor Meeting Minute 05**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Presentation of initial modelling * Shared with Ms. Meena on initial partition modelling done on categorical features
* Ms. Meena reminded us that the model should take into account all features, regardless of individual R-Square
* More features will lead to better distinguishability of the model
 | Both |
| 2 | Understand approach towards text variables* Given that there are several text columns containing information on the project, we should look into extracting features that can be used in our model
* The first approach would be to obtain the Document term matrix to observe the frequency of words occurrence
* We were advised to explore literature on textual analysis, particularly latent class analysis and SVD
 | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Uploading of meeting minutes | 24 Mar | Josh |
| 2 | Explore LCA and SVD on JMP pro | 26 Mar | Josh |
| 4 | Refining of prediction model | 28 Mar | Both |