

**MEETING MINUTES #4– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

7th February 2017, 3:30pm
SIS MR 4.1
Prakash Sukhwal (Supervisor)
Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss change in project expectations from client
2. Discuss text mining findings
3. Discuss preliminary analysis finding

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Aayush, Prekshaa | **Change in project expectations from client**1. Our client would want us find new metrics to assess organizational networks and employees, but rather, try a new way deriving these metrics – using email analysis only.
2. Currently, metrics such as collaborative nature, leadership possibilities, communication etc, are assessed using Pulse surveys. However this is not efficient as employees need to answer survey once in one to two weeks.
3. Our project will try to validate whether email analysis is a reliable way to measure certain metrics. If yes, which are these metrics? If no, which metrics cannot be represented through email analysis?
4. The deliverable includes writing a paper with our approaches and results.
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| Aayush, Prekshaa | **Text mining findings**1. Terms found by SAS EM Text mining do not show any particular pattern.
2. There are certain words that can be grouped together to indicate collaborative work. We could use this to build a dictionary.
3. Aim: to find high frequency and meaningful words to create a dictionary 🡪 weight them using certain criteria (we haven’t determined this yet) 🡪 and use these weightages to give the subject line a final weightage to indicate its importance.
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| Aayush, Prekshaa | **Preliminary analysis findings**1. Exploration of network 🡪 filtered for internal employees only
2. Looked for trends based on size of message – no correlation
3. Eigenvector centrality analysis
4. Found biased data 🡪 although the network generated showed certain employees to have high influence, when we showed our results to the client, they mentioned that those individuals aren’t actually that influential. We understood that this was because the ties were given equal weightage.
5. Thus, we must weigh the ties differently using subject line weighting, reply rate, whether the email is a reply, forward or cc, hierarchy of email senders or recipients etc.
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| Prakash Sukhwal | **Proposal**Make sure you make it clear in the proposal that your project will be more about proving and understanding a theory rather than delivering a full-fledged product. State that you are developing a research concept, and that a product is tentative i.e. ***can email analysis be used as a reliable resource to analyze certain aspects or organizational networks?***Suggestion: Do not go into product undertaking at all, propose it completely as a study.  |  |  | 23/01/2017 |
| **Midterm**1. Update the wiki page and show your preliminary analysis.
2. Have at least two metrics which are fully ready. Show how these metrics have an impact and how the clients can use it.
3. State in your midterm presentation what you’ve learnt so far, in terms of project management, social network analysis, or any hard or soft skills. What worked and what did not?
4. Show the plan for the next two months
5. State all the assumptions made in your project so that it is clear for the assessors based on what assumptions the analysis has been done. When required, ***justify your assumptions***, and ***note down limitations that might affect your results or analysis methodology.***
6. Try to consult Prof Kyong Jin Shim for SNA
7. Check if you can categorize emails based on subject lines
 | Update wiki with preliminary analysis | Akshita | 16/02/2017 |
| Feature Engineering and Text mining | Akshita, Prekshaa | 19/02/2017 |
| Research on how to categorize text | Akshita, Prekshaa | 18/02/2017 |

*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Aayush Garg*