

# ANLY482 Internal MEETING MINUTES (18 Feb 2018)

<b>Date:</b>	18 Feb 2018
<b>Time:</b>	10:00 – 14:30
<b>Venue:</b>	SOE/SOSS Grp Study Rm 2-7
<b>Attendees:</b>	Team: Ruiyan, Qian, Nicholas
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Continue cleaning data and EDA</li> <li>2. Preparation for interim</li> <li>3. Administrative matters</li> </ol>

<b>S/N</b>	<b>Things Discussed/Done</b>	<b>Remark</b>
1	Continue cleaning data and EDA	<ul style="list-style-type: none"> <li>• Remove columns which we will not focus on</li> </ul>
2	Preparation for interim	<ul style="list-style-type: none"> <li>• Update project documentation in wiki</li> <li>• Check interim deliverables and requirements</li> <li>• Define important variable (columns) we will use in further analysis</li> </ul>
3	Administrative matters	<ul style="list-style-type: none"> <li>• Finalize next week supervisor meeting time</li> </ul>

<b>Item Due (Team) / Actions</b>
Deadline: Feb 22 <ol style="list-style-type: none"> <li>1. Continue to conduct EDA</li> <li>2. Thinking about the methodology and analysis to be conducted in the future iterations</li> </ol>