

Supervisor Meeting Minutes

Date: 8 March 2016

Time: 0945

Venue: SMU SIS Lv 4 Meeting Room 5

Attendee(s): Amirah, Sze Huey, Prof Kam

Absentee(s): -

Agenda:

No	Description
1	Seek supervisor's advice on project progress
2	Clarifications on final deliverables and gather feedback on interim report submitted

Meeting Progression:

No	Description
1	<p><u>Feedback on interim deliverables:</u></p> <ul style="list-style-type: none"> - Failed to include data dictionary for data analytical cube. Data dictionary = meaning behind data (column) - Elaboration on data preparation is not clear. Justify why the selected columns are used. - Use tableau to generate visualizations for EDA <p>Page-Level Analysis:</p> <ul style="list-style-type: none"> - Eg. EDA on daily new likes. Compare the median, upper and lower quartile to the data value. Identify and uncover insights behind peaks. - Sum on lifetime total likes VS day(date) - Relationship between gender and age group to the new likes/negative feedback/lifetime total likes
2	<p><u>Project progress:</u></p> <p>Post-level Analysis:</p> <ul style="list-style-type: none"> - Scatter plot: Post ID → like VS lifetime negative feedback - Cluster analysis: use JMP pro - Perform distribution analysis on JMP pro to identify the outliers - Before clustering, standardize and transform

Action items:

Task	Person In Charge	Due
1. EDA on page-level	TeamROLL	8 March 2015
2. Report Outline	TeamROLL	8 March 2015
3. EDA on post-level	TeamROLL	11 March 2015
4. Update sponsor	Sze Huey	14 March 2015
5. Arrange meeting with supervisor	Sze Huey	11 March 2015
6. Cluster Analysis	TeamROLL	13 March 2015
7. Topic Modelling	TeamROLL	13 March 2015

T(eam)ROLL

The meeting was adjourned at pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Eze Huey