**Mentor Meeting 2**

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| Date:  | 20 Feb 2018 |
| Time:  | 4pm – 5pm  |
| Venue:  | SIS Meeting Room 4-5  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay Professor Kam Tin Seong (Mentor) |
| Absentees:  |  |
| Agenda:  | Analytics Practicum Project Interim Update  |

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| No. | Details | Action By | Due Date |
| 1 | Project update (in the form of draft interim presentation slides)  | All | - |
| 2 | Feedback * Be more specific when for segments relevant to ‘motivation’ and ‘client’
* State the format of the data (csv/ json?)
* Talk about the data cleaning for each file separately and sequentially to avoid confusion during presentation
* Screenshots are too small
* Have examples for each point
* Extract the outliers and missing observations from the dataset and discuss with the client on how to deal with them
* Have an explanation for all diagrams
* Ensure flow in analysis
	+ Do 3 days analysis then 3 hrs instead of keep toggling between the 2 policies
	+ Start from general and dive in the investigation
* Be consistent in the tools used
* Ensure all findings are statistically significant (can perform in JMP)
 | Kam Tin Seong | - |

Meeting was adjourned at 5pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Prepare 3-hour and 3-day exploratory analysis ready before meeting the client

Prepared by,

John Koh Wei De

Vetted and edited by,

Rachel Tay