**Mentor Meeting 2**

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| Date: | 20 Feb 2018 |
| Time: | 4pm – 5pm |
| Venue: | SIS Meeting Room 4-5 |
| Attendees: | Joanne Ong Shi Ying  John 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