

**MEETING MINUTES #1 – SPONSOR**

**Date/Time  
Venue  
Meeting with  
Attendees**

12th December 2016, 04:00 pm  
Skype Meeting  
Ridwan Ismeer  
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Introduction and understanding of project

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| Point made by | Notes | Follow – up Action | | |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Ridwan | Summary of task at hand: Analysis of employee relations using Social Network Analysis.   1. Consolidate email activity 2. A hybrid scoring method to understand collaboration and influence. Analyze data using analytics techniques such as regression models to build the metric 3. Algorithm that can quantify relationships by time, frequency etc.  * How long do people take to reply? * How many clients do they talk to in a week (or any time frame)  1. Create metrics to find the following: 2. Silos 3. Collaboration (between departments, geographies etc) 4. Quantifying relationships, e.g. relationship building 5. Immersion into an organization 6. Create a dashboard: Look into Visual Analytics 7. Insights useful for the Senior Management   Additional deliverable: Alert System, e.g. when an employee is about to leave | Basic research on what is currently in the field of People Analytics, especially the work done by Rob Cross and Karen Stephenson | Prekshaa, Aayush | 25th December 2016 |
| Research and understand the gap in the market | Akshita | 25th December 2016 |
| Think of business questions we could answer in this project | Akshita, Prekshaa, Aayush | 28th December 2016 |
| Ridwan | We will be using data from:   1. Email activity data provided by sponsor 2. Survey(s) conducted on the sponsor’s employees – our sponsor mentioned that we would be doing a lot of information gathering with the company   We can use R packages such as ‘weighted network’ packages and temporal network packages for network analysis. | 1. Research on survey methods 2. Design a survey, for e.g. ‘Who would you go to for advice?’ | Akshita, Aayush, Prekshaa | 15th January 2017 |

*Meeting minutes prepared by Prekshaa Uppin.*

*Minutes has been vetted by Akshita Dhandhania, Aayush Garg.*