Team Meeting 3

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| Date: | 5 Jan 2017 |
| Time: | 5pm – 8.10pm |
| Venue: | SIS GSR |
| Attendees: | ALL |
| Absentees: |  |
| Agenda: | Proposal Writing, EDA & Updating of Wikipage |

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| **No.** | **Details** | **Action By** | **Due Date** |
| 1 | Exploratory Data Analysis   * Searched for tools to open the large text file * Used Ultra Edit to open large txt. File * Copied log strings out to word document for clearer analysis on what each part of the string meant * Each Proxy Log row has:   + Http address   + Session ID   + Unique Student ID (hashed)   + Timestamp   + HTML Method   + And a long link string attached behind which requires deeper analysis for understanding | All | - |
| 2 | Proposal Writing   * Discuss template of proposal and contents * Split scope of proposal and began writing | Bendexter Lim & Jun Rong | - |
| 3 | Wiki   * Updated Wikipage according to proposal | Jing Xuan | - |

The meeting was adjourned at 8.10pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Data pre-processing and cleaning

Prepared by,

Bendexter Lim

Vetted and edited by,

Wang Jing Xuan