

Team Meeting Minutes #9

Date/Time 23th Feb 2018, 3.30pm to 9.00pm

Venue Singapore Management University (SMU), School of Law

Attendees Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

Agenda

1. Exploratory Data Analysis (In-depth Analysis)
2. Interim report and presentation preparation

S/N	Notes/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> • Based on meeting with supervisor on 20th Feb, there were a number of tasks and drill-down analysis to be completed • Categorization of top products based on segment (Ingredients, Non-ingredients, Miscellaneous) • Reordering frequency analysis (across outlets) • Research on control charts 	Ryan, Angie	- Update wiki before interim deadline
2.	<ul style="list-style-type: none"> • Slides clean-up (combining slides, and collaterals) • Better presentation of slides 	Shi Jia	- Finish up and review slides by 24/02
