

**MEETING MINUTES #6– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

29th January 2017  
Aayush’s house

Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss changes in project requirements
2. Discuss next steps and methodologies
3. Try out text mining

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. If we were to integrate the dashboard into the company’s pipeline for real time analysis, how would we go about this? 2. Discuss the scope of the project and what we can deliver. We decided first that we need to find a logical method of using the survey results to validate our methodology for analyzing the email exchange data. Now that we accurately understand the business problem we are solving, we decided to change the survey to include questions for 6 different categories of employee relations-  a. Social b. Information sharing c. Problem solving d. Decision making e. Support f. Idea generation 3. Based on our discussion, we updated the proposal. 4. Discuss the relation between degree and eigenvector centrality 5. Start exploration with text mining to understand a basic idea of the data. Finalize how to use results from text mining to give email subject lines a weightage. | Modify survey | Prekshaa | 31st Jan 2017 |
| Research on different methods of calculating importance of words in given text data | Prekshaa | 6th February 2017 |
| Preliminary analysis | Aayush | 6th February 2017 |
| Full Proposal update | Akshita | 6th Feb 2017 |
| Start updating wiki | All | 11th February 2017 |
| Email Prof Kyong Jin Shim | Prekshaa | 29th Jan  2017 |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*