

# Analytics Practicum Team Meeting 02

MINUTES

AUGUST 26, 2016

1730 - 1815

SMU SOE BUILDING LEVEL 3

MEETING CALLED BY	Chong Xin
TYPE OF MEETING	Project Proposal Preparation
FACILITATOR	-
NOTE TAKER	Chong Xin
TIMEKEEPER	Chong Xin
ATTENDEES	Chong Xin, Bowei, Hui Min

## Agenda topics

1730 - 1745

DATA ANOMALIES – LOCALE PLANNING ADZID

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"> <li>- In the Patron Dataset, the column <i>Locale Planning ADZID</i> contains values such as <i>Bad Value</i> and <i>Missing Value</i></li> <li>- A count of 23,822 records with <i>Missing Value</i></li> <li>- A count of 35,866 records with <i>Bad Value</i></li> <li>- Total count of 59,688 records with either <i>Missing Value</i> or <i>Bad Value</i></li> <li>- Percentage of records with <i>Missing Value</i> or <i>Bad Value</i> is around 2.534%</li> <li>- Bowei recommends removing the related records before we conduct further data analysis, as we will be unable to map the patrons to the subzones for the records with <i>Missing Value</i> and <i>Bad Value</i></li> <li>- To keep a record of this data anomaly and present to Prof and sponsor in next Supervisor/Sponsor Meeting</li> </ul>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>- Remove patron records with <i>Bad Value</i> and <i>Missing Value</i> from analysis</li> <li>- To consult Prof and Sponsor in next Supervisor/Sponsor meeting regarding this issue</li> </ul>		All members	Supervisor Meeting 03 / Sponsor Meeting 01

1745 - 1800

DATA ANOMALIES – AVG BOOKS BORROWED EXCEEDING 16

ALL MEMBERS

DISCUSSION	<ul style="list-style-type: none"> <li>- When conducting RFM analysis, the group found out that some records have the Avg No. of Books Borrowed to exceed 16 books</li> <li>- Most of the records have the attribute Patron Borrower Category Code set to <i>DEAR</i></li> <li>- A total of 784 records with attribute Patron Borrower Category Code set to <i>DEAR</i></li> <li>- 776 out of the 784 records have Avg No. of Books Borrowed exceeding 16 books</li> <li>- Looking at the Patron Dataset, a total of 1,410 records with Patron Borrower Category Code set to <i>DEAR</i></li> <li>- Most of the 1,410 records with Patron Borrower Category Code set to <i>DEAR</i> have attributes Patron Citizenship, Patron Race, Patron Gender set to <i>Others</i></li> <li>- Excluding records with attribute Patron Borrower Category Code set to <i>DEAR</i>, there are a total of 3,794 records with Avg No. of Books Borrowed exceeding 16.</li> <li>- Chong Xin recommends removing the 1,410 records with Patron Borrower Category Code set to <i>DEAR</i>, and the 3,794 records with Avg No. of Books Borrowed exceeding 16 from further analysis, as including these records will skew the analysis and produce inaccurate results</li> <li>- To keep a record of this data anomaly and present to Prof and sponsor in next Supervisor/Sponsor Meeting</li> </ul>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>- Remove the 1,410 records with Patron Borrower Category Code set to <i>DEAR</i>, and the 3,794 records with Avg No. of Books Borrowed exceeding 16 from further analysis</li> <li>- To consult Prof and Sponsor in next Supervisor/Sponsor meeting regarding this issue</li> </ul>		All members	Supervisor Meeting 03 / Sponsor Meeting 01

1800 - 1805

DATA ANOMALIES – PATRON UID 0

ALL MEMBERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>- In the TXN Dataset, there are 19,828 records with attribute Patron UID set to '0'</li> <li>- In the Patron Dataset, there are no records with attribute Patron UID set to '0'</li> <li>- Bowei recommends removing the 19,828 records with attribute Patron UID set to '0' from further analysis, as he suspects the different TXN records come from different patrons.</li> <li>- To keep a record of this data anomaly and present to Prof and sponsor in next Supervisor/Sponsor Meeting</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>- Remove the 19,828 records with attribute Patron UID set to '0' from further analysis</li> <li>- To consult Prof and Sponsor in next Supervisor/Sponsor meeting regarding this issue</li> </ul>	All members	Supervisor Meeting 03 / Sponsor Meeting 01

1805 - 1815

WORK ALLOCATION

ALL MEMBERS

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>- Chong Xin to update the Project Proposal and conduct data exploration to find out anomalies and summarize the findings on anomalies in the data</li> <li>- Hui Min to work on the visualization to show the sponsor in the upcoming Sponsor Meeting 01</li> <li>- Bowei to work on gathering and converting the data required for the visualisation</li> </ul>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
As mentioned above	All members	Team Meeting 03

<b>OBSERVERS</b>	-
<b>SPECIAL NOTES</b>	<p>Next Team Meeting (03) will be tentatively scheduled on 29 August 2016 (Mon), 0900.  All members will present on their findings in the next Team Meeting.</p>