

# ANLY482 Internal MEETING MINUTES (25 Feb 2018)

<b>Date:</b>	25 Feb 2018
<b>Time:</b>	15:30 – 18:30
<b>Venue:</b>	Library Proj.Rm 4.8
<b>Attendees:</b>	Team: Ruiyan, Qian, Nicholas
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Prepare ER Diagram</li> <li>2. Discuss objective, methodology and scope of work</li> <li>3. Discuss what to be done for data cleaning</li> </ol>

S/N	Things Discussed/Done	Remark
1	Prepare ER Diagram	<ul style="list-style-type: none"> <li>• Come up with ER diagram together</li> </ul>

2	Discuss objective, methodology and scope of work	<ul style="list-style-type: none"> <li>• Come up with all the possible objectives</li> <li>• Research on the methodology and evaluate these methodology</li> <li>• Discuss about the project schedule</li> <li>• Questions: Whether we need to introduce external data set?</li> </ul>
3	Discuss what to be done for data cleaning	<ul style="list-style-type: none"> <li>• Records with #NAME?</li> <li>• Missing Value</li> <li>• Missing Column headers</li> <li>• Duplicate records</li> <li>• Combine several files together</li> </ul>

<b>Item Due (Team) / Actions</b>	
Deadline: Feb 27	
Nicholas:	
<ul style="list-style-type: none"> <li>• Draw ER diagram based on what we have discussed today</li> <li>• Responsible for data cleaning in “np_province”, “np_area_rela”, “dim_area” and “np_cell_area”</li> </ul>	
Ruiyan:	
<ul style="list-style-type: none"> <li>• Prepare project schedule</li> <li>• Responsible for data cleaning in “signal_user_locus_day”, “gsm_cell_sum_day”, “roam” and “signal_user_cell_sum_day”</li> </ul>	
Qian:	
<ul style="list-style-type: none"> <li>• Research on the external data set</li> <li>• Responsible for data cleaning in “dpi_app”, “app_device”, “gprs_cell_sum_day” and “user_info”</li> </ul>	