

Team Meeting Minutes #5

Date/Time 30th Jan 2018, 3.30pm to 9pm

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
2. Interim report/ presentation discussion

S/N	Notes/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> • Categorize products into 3 segments, ingredients, non-ingredients (straws, cups etc.), miscellaneous (uniforms, equipment etc.) • Identify fields without proper time-series pattern • Identify product segments and data which are to be removed (discontinued products) 	All	-
2.	<ul style="list-style-type: none"> • Preliminary discussion on interim report and presentation, things to prepare and start on 	All	- Ryan to set sponsor meeting date with sponsor to present key findings before interim
