

TEAM V
 ANLY482 INTERNAL MEETING
 MINUTES 5

Date	18 January 2017
Time	18:00 - 19:00
Venue	SIS Level 3 benches
Attendees	Team V: Andrew, Sarah
Agenda	1. Discuss on which EDA to do attempt next

S/N	Item Discussed	Remarks
1	Data	<ul style="list-style-type: none"> - Sarah mentioned that the team should take Prof's feedback and refactor the data to include new columns like is_master and is_online, instead of having to query the data and create multiple versions - Andrew agreed and stated that he will look at what other new columns are needed for the remaining EDAs
2	EDA	<ul style="list-style-type: none"> - Andrew brought up the remaining EDAs that the team should attempt for the rest of the week: <ul style="list-style-type: none"> - Revise Bookings breakdown by type, status & frequency - Bookings breakdown by year, month, day - Bookings breakdown by recency - Bookings breakdown by monetary amount - Bookings breakdown by service type - Bookings breakdown by duration from sign up to 1st booking

		<ul style="list-style-type: none"> - Users breakdown by age & gender - Professionals breakdown by age & gender
3	Data	<ul style="list-style-type: none"> - Sarah mentioned that there are some users that are admins and have current bookings in the data set - The team agreed to remove them from both the user and bookings data - Andrew mentioned that he will try to create 3 new columns for the year, month & day of when the booking was created

S/N	Action Item	Action By	Deadline
1	Create sponsor meeting slides	Andrew	By 22 Jan 2017
2	Carry on with respective EDA assigned as in the project log	Andrew, Sarah	By 25 Jan 2017