

## Supervisor Meeting Minutes #8

**Date / Time** 9<sup>th</sup> Mar 2018, 9.00am to 11.00am

**Venue** School of Law, Class Room B2

**Attendees** Taffy, Jerlyn & Jaehyun

**Agenda**

1. Improvements on Interim
2. Updates on deadlines
- 3.

S/N	Notes / Task	Action by	Follow up																																
1	<p><b><u>Versioning</u></b> Maintaining proper versioning is important. Future documents should follow the sample versioning format, for a clear tracking of changes.</p> <table border="1"> <thead> <tr> <th>Version</th> <th>Description of changes</th> <th>Date</th> <th>Editor</th> </tr> </thead> <tbody> <tr> <td>1.0.0</td> <td>1<sup>st</sup> working draft</td> <td></td> <td>Kam</td> </tr> <tr> <td>1.2.0</td> <td>Final proof-reading</td> <td></td> <td>Kam</td> </tr> <tr> <td>1.3.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.0.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.1.0</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Version	Description of changes	Date	Editor	1.0.0	1 <sup>st</sup> working draft		Kam	1.2.0	Final proof-reading		Kam	1.3.0				...				2.0.0				2.1.0									
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2	<p><b><u>Track Changes</u></b> This applies to both report and slides. Peer comments and reviews is important to vet the work done.</p>																																		
3	<p><b><u>Deadlines</u></b></p> <p>14<sup>th</sup> March 23:59</p> <ul style="list-style-type: none"> <li>• Undergrad Seminar on Data Analytics (USDA) <ul style="list-style-type: none"> <li>○ Title and Abstract of the presentation</li> </ul> </li> </ul> <p>30<sup>th</sup> March 2018 23:50</p> <ul style="list-style-type: none"> <li>• USDA draft poster and paper for sponsor approval <ul style="list-style-type: none"> <li>○ To give sponsor more than 12 days approval as stated in NDA</li> <li>○ Repeatedly email them to reply as soon as possible</li> </ul> </li> </ul> <p>9<sup>th</sup> April 2018 10:00</p> <ul style="list-style-type: none"> <li>• USDA final Poster and paper for reproduction <ul style="list-style-type: none"> <li>○ Print poster in A1 size</li> <li>○ Paper will be compiled, and may publish as real proceeding</li> </ul> </li> </ul>		Update deadlines on Gantt Chart																																

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	<p>12-13<sup>th</sup> April 2018 9am-6pm</p> <ul style="list-style-type: none"> <li>• USDA</li> </ul> <p>13<sup>th</sup> April 2018 6.30-9.00pm</p> <ul style="list-style-type: none"> <li>• USDA Poster Night <ul style="list-style-type: none"> <li>○ Buffet Dinner provided</li> <li>○ Proper to wrap up Analytics course</li> </ul> </li> </ul> <p>15<sup>th</sup> April 2018 23:59</p> <ul style="list-style-type: none"> <li>• Final project artefact and wiki <ul style="list-style-type: none"> <li>○ All deliverables submitted</li> </ul> </li> </ul>		
	<p><b><u>Details on USDA – Abstract</u></b></p> <p>This acts as a summary of the paper. The following are the details required.</p> <ul style="list-style-type: none"> <li>• Appropriate Title</li> <li>• Authors’ names <ul style="list-style-type: none"> <li>○ Full Name according to student ID</li> </ul> </li> <li>• Abstract Content <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> para: Overview: include motivation (refer to 1<sup>st</sup> sample) The “Motivation” in this section is not the big business problem, but research practice value.</li> <li>○ 2<sup>nd</sup> para: Data and Methodology (refer to 1<sup>st</sup> sample)</li> <li>○ Key Findings &amp; recommendations (refer to 2<sup>nd</sup> sample)</li> </ul> </li> </ul> <p>The abstract should not be more than 300 words. The word count only includes the paragraph content. “Abstract” and Titles above not included in word count.</p> <p>Prof Kam has 2 Sample Abstracts uploaded for reference. He pointed out the possibility that some teams may not have conclusive and concrete results in time for the abstract submission. Hence, these teams may not be able to expound on key findings and recommendations. Thus, either approach of the sample abstract is accepted.</p>		
	<p><b><u>Seminar</u></b></p> <p>The seminar is not intended to be an entire presentation on the team’s project. It should be a selective presentation on only the MOST interesting/valuable part of project that the team would like to share with the analytics community.</p>		
	<p><b><u>Poster</u></b></p> <p>The purpose of a poster is to attract people and be used as a conversation starter. No photos of the team or the professor</p>		

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	<p>should be included. This content should include the key focuses of the project. 4 samples have been provided.</p> <p>The school will provide poster stand for the Poster Night. Posters should be displayed at eye level. Text fonts should be comfortably readable from a distance.</p> <p>Re-configure power point. Specifics</p> <ul style="list-style-type: none"> <li>• SIZE: ISO A1 (594 x 841mm)</li> <li>• Resolution:300 DPI or above</li> <li>• (horizontal and vertical)</li> <li>• Before submission: right click to check</li> <li>• File format jpeg</li> <li>• Text no smaller than size 24pt.</li> </ul> <p>In order to help students in creating poster, Prof Kam has provided 2 helpful links refer to.</p> <p><b><u>Inkscape</u></b> It is an open source graphic editor. Compared to power point, this is a state of the art drawing tool. This is useful for students interested in becoming marketing analytics. Features are flexible and comparable to commercial designing tools.</p>		
	<p><b><u>Guiding criteria on Research paper</u></b> Prof Kam has also provided additional links to help students with the writing of our research paper. Citations and references are expected in IEEE format.</p>		
	<p><b><u>Presentation</u></b> The Research Paper should be ready before the team embarks on the presentation slides. Extra links are provided to aid in this section.</p>		
	<p><b><u>Final deliverable check list</u></b> By the 15<sup>th</sup> of April, the team must fulfil this.</p>		