

TEAM V
ANLY482 SUPERVISOR MEETING
MINUTES 6

Date	15 February 2017
Time	18:00 - 18:45
Venue	SIS Meeting Room 4.1
Attendees	Team V: Andrew, Sarah Supervisor: Prof Kam
Agenda	1. Update supervisor of project progress 2. Update supervisor of EDA progress 3. Discuss some findings in EDA with supervisor

S/N	Item Discussed	Remarks
1	Clarifications with Vanitee	<ul style="list-style-type: none"> - The previous time the team mentioned that they will clarify with Vanitee whether they will earn from “No Show” or “Cancelled” bookings. “No Show” bookings are taken as earnings to Vanitee although there are only very few occurrences while “Cancelled” bookings are refunded. - Andrew mentioned that while doing the EDA for the Services table, the team decided to exclude those data that have been deactivated or deleted. - However, Prof Kam said to the team that if we do that, we are not taking into consideration when the service was activated before. This could help us in our findings. We should include those that we deactivated and see how much Vanitee could be missing out in terms of revenue. - Andrew mentioned to Prof Kam that the team have also clarified the meaning of redeem_limit and redeem_count. - Andrew mentioned to Prof Kam that the team have not started the EDA for campaigns as there

		<p>are some missing fields that need clarifications (start_at, end_at, published_at).</p> <ul style="list-style-type: none"> - A discussion took place to determine the calculation of Vanitee fee. Andrew told Prof Kam that the “Cashback” is currently based on the original price of the service paid for by the customer, not taking into account if there is a discount. However, this should not be the case. The team feels that “Cashback” amount should be the amount the customers pays at the end. This goes the same for “Transaction Fee”. Prof Kam said that the team will need to clarify this further with Vanitee when we meet them. - Andrew told Prof Kam that the calculation outcome for vanitee fee based on the final price was not positive either. The previous time was a negative 90 plus amount, but using this formula, it is a negative 80 plus amount. Hence, Prof Kam suggested that the team meet up with Vanitee to fully clarify with them and indicate this to them.
2	Project Progress Updates	<ul style="list-style-type: none"> - Andrew updated Prof Kam that the team is still in the midst of doing EDA as there are clarifications that the team needs to make with Vanitee before proceeding. Prof Kam is alright with this.
3	EDA - Update	<ul style="list-style-type: none"> - Andrew explained to Prof Kam on how a service will link to a category which will link straight to a master category at the end and this is for the Services table. In the bookings table, that have a column to indicate the category as well. But the team is not too sure how accurate this is, so we will need to clarify with Vanitee. - Andrew showed Prof Kam the EDAs we have done since the previous meeting. - Andrew showed Prof Kam the chart on the breakdown of services per professional. Most professionals have only one service but this could be attributed to making a beauty service simplistic. This means that a professional can list a service for a nail package and the customer can choose to do what they want instead of choosing other services in the app. - For the chart on Services Breakdown by Category, Prof Kam said that the team will need to do the sorting properly. The labeling of the axis seems off.

		<ul style="list-style-type: none"> - Also, Prof Kam mentioned that the charts should not have too many colours. Some charts such as Bookings breakdown by month, breakdown by online / manual bookings can have 1 or 2 colours to show the difference. Since we have axis labels and legends, there is no need for many colours.
4	Project Progress Updates	<ul style="list-style-type: none"> - Prof Kam said that for next week's Interim Presentation, the team will need to be selective on what we will present as there is a time limit of 20 minutes. He also said that we could share about the problems we faced.

S/N	Action Item	Action By	Deadline
1	Continue with EDA on other tables - for Campaigns and Services/Categories	Andrew, Sarah	By 15 Feb 2017
2	Meeting with Vanitee	Andrew, Sarah	By 20 Feb 2017
3	Start preparing for Interim Presentation	Andrew, Sarah	By 22 Feb 2017