

# Supervisor Meeting #2

<b>Date</b>	7 September 2016, Wednesday
<b>Time</b>	5:00am - 6:00m
<b>Venue</b>	SMU SIS Meeting Room 4.3
<b>Attendees</b>	<u>Supervisor</u> Professor Kam Tin Seong
	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
<b>Absentees</b>	N/A

## Agenda

1. Team progress and proposal update
2. Obtain license key for Tableau and JMP Pro
3. Sign NDA

## Discussion

S/N	Discussion
1	<p>Team Progress and Proposal Update.</p> <ul style="list-style-type: none"><li>• To understand data better, Supervisor advises us to create an ER diagram</li><li>• Data Cleaning - to remove outliers from Orders table e.g 1 entry with date on 1/12019</li><li>• Use JMP or Tableau to open csv files to prevent concatenation of rows.</li><li>• Possible to use market basket analysis to analyse the combinations of what people order using current dataset and/or how often people upsize and/or request for different options for meals e.g soy milk</li></ul>

	<ul style="list-style-type: none"> <li>• Market Basket Analysis will be an add-on to the proposed dashboard. Supervisor recommends SAS Enterprise Miner to conduct Market Basket Analysis.</li> <li>• After conducting market basket analysis using SAS Enterprise Miner to discover association rules, team can implement sunburst/sankey diagrams onto the dashboard.</li> <li>• Look out for data discrepancy that occurred due to human error</li> <li>• Remember to document data cleaning and exploration process for midterms</li> </ul>
2	<p>Schedule Update</p> <ul style="list-style-type: none"> <li>• Update gantt chart that there is a delay in the data cleaning and preparation. Include comment that it is due to the delay in receiving datasets from sponsor</li> </ul>

### Action Items

Task	In-charge	Due Date
Email Prof HoiPOS data	Shiqi	07.09.2016
Clean Data using JMP	Joanna	12.09.2016
Email NDA to Sponsor	Shiqi	10.09.2016

Prepared by,  
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Vetted by,  
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