

Analytics Practicum, Team DHL – Project Supervisor Meeting 5

Meeting Date & Time	3:30 – 4:30 pm, 4 th April 2018
Meeting Location	Meeting Room 4.6, School of Information Systems, SMU
Agenda of the Meeting:	Final updates on poster and paper submission

Attendance		
Prof. Kam Tin Seong	Project Supervisor	[Present]
Akshay Nayak	Team DHL, SMU	[Present]
Rikin Khanna	Team DHL, SMU	[Present]
Shalabh Verma	Team DHL, SMU	[Present]

S/No.	Task List	Actionable by
1.	Prof mentioned the team to use poster template and paper template uploaded on e-learn. Some of them are good learning examples. Use group 2 and 15 sample as a comparison	Team SMU
2.	Prof mentioned to the team about observations in generated - Try to avoid giving general statements, like business talk and that words need to be more systematically and less flowery.	Team SMU
3.	<p>Additional pointers to take note of:</p> <ul style="list-style-type: none"> • It is too high level type of wording at the moment • Don't be specific, but use Analytical terms like EDA • Label all the tables and the figures. Refer to the examples again • Increase the font size before you screenshot. Change the colour to a darker shade • The graphs have to be of a good quality • Change the number formatting in the graphs, make it more human readable • Separate the Confirmatory and Exploratory analysis. • Take hypothesis testing out of EDA • Null hypothesis etc need to be explained properly. • AVOID business language, be statistical • Look at the suggested reports --> read through how they present it 	Team SMU

	<ul style="list-style-type: none">• Explain the different graphs in the dashboard visualization• Be more professional	
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