

# ANLY482 Internal MEETING MINUTES (10 Feb 2018)

<b>Date:</b>	10 Feb 2018
<b>Time:</b>	18:30 – 22:00
<b>Venue:</b>	Library Proj. Rm 4.7
<b>Attendees:</b>	Team: Ruiyan, Qian, Nicholas,
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Discuss about sponsor's sharing</li> <li>2. Discuss about how to clean the data</li> <li>3. Administrative matters</li> </ol>

S/N	Things Discussed/Done	Remark
1	Discuss about sponsor's sharing	<ul style="list-style-type: none"> <li>• During last sponsor meeting, sponsor shared an empty data template which contained all the necessary columns.</li> <li>• Compare customer A data and customer B data with this template. Remove those not standard columns.</li> <li>• Sponsor also pointed out that data A/B contains both DHL internal pricing template (IPT) and customer pricing template (CPT). However, we will only focus on IPT. We will remove CPT.</li> </ul>
2	Discuss about how to clean the data	<ul style="list-style-type: none"> <li>• Since we will focus on which factors will influence the bid award status, any rows without "award status" will be removed.</li> <li>• Remove records with "award status" as "stopped by customer", "stopped by us", "not quoted" and "ongoing".</li> <li>• Initially, the input for "flight frequency" is a text value, for example "1,2,3,4,5,6,7". Instead, we will change it to a numeric value → number of days in a week.</li> <li>• Initially, the input for "customer required transit time in days" is a text value, such as "3-6 days", "3 days". Instead, we will change it to a numeric value → the maximum transit times in days required by customer</li> <li>• Conduct above data cleaning procedures</li> </ul>

3	Administrative matters	<ul style="list-style-type: none"> <li>• We found that there is no input for “award status” in customer B data file, which will affect our analysis. Thus, we will ask sponsor to provide the award status information.</li> <li>• There is some input does not match with variable name (column header). For example, “Customer target rate level” should be numeric value. But the input is in text format. Ask sponsor whether it is wrong input.</li> <li>• Since we only have two files, keep asking sponsors to provide more data.</li> </ul>
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<b>Item Due (Team) / Actions</b>
<p>Deadline: Feb 17</p> <ol style="list-style-type: none"> <li>1. Send an email to sponsors regarding the administrative matters.</li> <li>2. Conduct preliminary data analysis</li> </ol>