

Team Meeting Minutes #3

Date/Time 19th Jan 2018, 4.30pm to 9.30pm

Venue Singapore Management University (SMU), School of Information Systems basement

Attendees Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

Agenda

1. Data Preparation, Cleaning and Exploration
2. Exploratory Data Analysis

S/N	Notes/Task	Actor	Follow-up Action
1.	<ul style="list-style-type: none"> • Perform data cleaning and necessary calculations on excel • Import data into Tableau for data exploration and to derive key findings 	All	
2.	Exploratory Data Analysis: <ul style="list-style-type: none"> • Key in findings of delivery data on Google Docs 	All	Read through key findings by each member Follow up with project sponsor on data Request project sponsor on data for rest of the branch of Koi