



14 Jan 2017 Team Meeting 2

Created by: Jeremy Ong (14/01/17)
 Edited and Vetted by: Chermain Ang (14/01/17)

DATE		TIME	VENUE
14-Jan-17		09:00 AM – 12:00 PM	SMU
Meeting Type	Team Meeting		
Facilitator	Chermain Ang		
Note taker	Jeremy Ong		
Timekeeper	Gareth Ng		
Attendees	Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO)		
Absentees	NA		
Agenda	1. Sharing on Panel Data Analysis 2. Update meeting minutes template 3. Review Gantt chart 4. Finalize Team Logo 5. Proposal and Wiki updates 6. Brainstorm dashboard design ideas		
MEETING ITEM 1: Sharing on Panel Data Analysis			Time Allocated 45 mins
Name	Discussion	Follow Up By	
CA	a. Shared key pointers of Panel Data Models, such as pooled regression, fixed effects and random effects models. b. What should be the variables for our project?		
JO	c. 'ith subject' as symptoms would make better sense compared to solely using number of ED or volume of patients.	JO	
GN	d. Air quality as the x variable, and volume of patients as the dependent variable y. e. Would need to run some iterations once we get the datasets to determine constant variables.		
CA	f. To consider time periods as 24 hourly blocks or daily blocks? g. Can start exploring more on how to perform Panel Data analysis using JMP Pro 13 and R.	JO GN, JO	
Remarks			
MEETING ITEM 2: Update meeting minutes template			Time Allocated 15 mins
Name	Discussion	Follow Up By	
JO	h. Suggested creating template on Excel for minutes		
CA, GN	i. Unanimous NO.		
JO	j. Suggest to move action items into separate table for easy reference on tasks at hand.	JO	
CA	k. Separating the action items might cause some		



14 Jan 2017 Team Meeting 2

*Created by: Jeremy Ong (14/01/17)
Edited and Vetted by: Chermain Ang (14/01/17)*

	slight inconvenience when reading through the minutes.	
GN	l. Can do a hyperlink from the 'follow up by' column to the 'to-do' list to mitigate the inconvenience.	JO
JO	m. To add 'remarks' row at the bottom of each meeting item?	JO
CA	n. What is the rationale for the 'remarks' row?	
JO	o. Can use it as a 'wildcard' for any sudden changes to meeting flow.	
GN	p. 'Remarks' row can be used in situations where we decide to skip a meeting item.	
Remarks		
MEETING ITEM 3: Review Gantt chart		Time Allocated 25 mins
Name	Discussion	Follow Up By
GN	q. Slight delay based on current Gantt chart, should include some buffer for the tasks as advised by prof.	
CA, JO	r. Agrees with proposed updates and flow of project deliverables.	CA
Remarks		
MEETING ITEM 4: Finalize team logo		Time Allocated 20 mins
Name	Discussion	Follow Up By
CA	s. Propose 7 different designs.	
GN, JO	t. Eliminates choice to 3.	
JO	u. Size of logo to be increased and take centre stage instead of large fonts.	
GN	v. Switching some colours of the logo would make it look more visually appealing.	
CA	w. Logo finalized if no other comments.	
Remarks		
MEETING ITEM 5: Proposal and Wiki updates		Time Allocated 45 mins
Name	Discussion	Follow Up By
CA	x. To reorganize proposal based on updated Gantt chart. y. Similar analysis to be included in new Phase 1 of	



14 Jan 2017 Team Meeting 2

*Created by: Jeremy Ong (14/01/17)
 Edited and Vetted by: Chermain Ang (14/01/17)*

	scope of project – Literature search and self-learning. z. Motivation of the project needs some touch up.	JO
GN	aa. Volunteers to update and elaborate on data preparation steps in proposal.	GN
JO	bb. Reminder for team wiki page to link to main course wiki page.	GN
CA	cc. Colour tones in team wiki page needs to change to more pleasant looking colours.	
CA, GN, JO	dd. Settles for purple tone.	GN
CA	ee. Might consider designing buttons for wiki page, if time permits.	CA, GN
Remarks		
MEETING ITEM 6: Brainstorm on dashboard design		Time Allocated 30 mins
Name	Discussion	Follow Up By
JO	ff. Can have a line-bar chart to display air quality and patient volume across time.	
GN	gg. Can have a Singapore heat map based on patient's residence.	
CA	hh. Date-time filter to be a time-line instead of selection by Day, Month, Year individually only.	
GN	ii. Filters for line-bar chart based on symptoms, gender, age groups etc. would add more meaning to chart.	
JO	jj. Can consider having an interactive drill down chart as well for more detailed analysis by the Project Sponsors.	
CA	kk. Summary statics on corner of dashboard might be useful.	
JO	ll. To reflect wind conditions and wind direction on dashboard?	
CA, GN	mm. Should focus only on air quality first; might not be getting wind direction data.	
GN	nn. Can explore R Markdown features and packages available to see how we can better design the dashboard.	CA, GN, JO
Remarks		



14 Jan 2017 Team Meeting 2

Created by: Jeremy Ong (14/01/17)
Edited and Vetted by: Chermain Ang (14/01/17)

To-do

No.	Action Items	Person I/C	Deadline	Remarks
1c, f	1. Check with Project Sponsor on the variables for the project.	JO	17 Jan 17	
1g	2. Explore JMP Pro 13 on steps for Panel Data Analysis.	JO	20 Jan 17	
1g	3. Explore R on steps/packages available on Panel Data Analysis.	GN	20 Jan 17	
2j, l, m	4. Update meeting minutes template.	JO	14 Jan 17	
3r	5. Update Gantt chart.	CA	15 Jan 17	
5z	6. Update project motivation.	JO	15 Jan 17	
5aa	7. Update Data Preparation steps.	GN	15 Jan 17	
5bb, dd	8. Update Wiki page.	GN	15 Jan 17	
5ee	9. Design nice looking buttons and labels for wiki page.	CA	-	
6nn	10. Explore R Markdown for more dashboard design ideas; capabilities and limitations of the tool.	GN	31 Jan 17	