Internal Meeting #6

Date	6 October 2016, Thursday
Time	1:00pm - 4:00pm
Venue	SMU Li Ka Shing Library Project Room 4-14
Attendees	Analytics Cafe Team Members Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda
1. Project Progress Update
2. Data Exploratory for Interim Report
3. Interim Report Preparation

Discussion

S/N	Discussion

1	Project Progress Update
	● Joining of data tables:
	   ○ **Item_List**: Item and Category and Item_Category
	   ○ **Order_List**: Orders and Order_Item_Parent and Order_Item_Parent_Option
	   ○ **Full_List**: Order_List and Item_List

2	Data Exploratory for Interim Report
	● Questions to answer:
	   ○ Sales per month
	   ○ Number of orders per month

		○ Sales by day of week - how to separate data by days of week? ○ Number of orders by day of week - how to separate data by days of week? ○ Number of times an item is ordered filter by month ○ Top category filter by month
3		Interim Report Preparation ● Revise Work Plan ○ Reorganize tasks in accordance of new priority of tasks ● Revise Scope of Work ● Revised ● Summarize Data Cleaning process: remove sensitive data for report ● Include data exploratory findings ● Prepare Analytics Data Sandbox

Action Items

Task	In-charge	Due Date
Data Exploration through Tableau	Joanna	9 Sept 2016
Revise Work Plan	Shiqi	12 Sept 2016
Revise Scope of Work	Joanna	12 Sept 2016
Summarize Data Cleaning	Shiqi	12 Sept 2016

Prepared by,

Shiqi Chen

Vetted by,

Joanna Tan