



SUPERVISOR MEETING 2

Date	1 February 2017
Time	2pm to 3pm
Venue	School of Information Systems Level 4 Sofa
Attendees	Prof. Kam Tin Seong (Supervisor) Wei Xiaoxin Wu Di Zheng Xiye
Absentees	Nil
Agenda	<ol style="list-style-type: none"> 1. Trouble-shooting technical difficulties with R. 2. Finalizing data cleaning and report generation approaches.

AGENDA

No.	Task	Follow-up
1	<p>Trouble-shooting technical difficulties with R.</p> <ul style="list-style-type: none"> ✓ When we were trying out with 'readxlsx' R library, we faced technical difficulty as R crashes when loading excel data. Prof. Kam helped look through the issue and highlighted to us that it would be better if we run 'readxlsx' on Windows OS with Java SE installed. ✓ On a side note, Prof. Kam suggested us to code everything out in R with R Markdown, which can be configured to generate report in html and pdf format. 	1. Re-installing Java SE package and try loading excel data into R with 'readxlsx' library.
2	<p>Finalizing data cleaning and report generation approaches.</p> <ul style="list-style-type: none"> ✓ Data Cleaning approaches: <ul style="list-style-type: none"> • Using JMP to quickly check the data → missing data, outliers and inconsistent data. • Map R libraries to your purpose → time-saving without having to code everything from scratch. ✓ Reporting Generation approaches: 	1. Implement both approaches by designing appropriate workflow as well as interface to

	<ul style="list-style-type: none"> • Upload Excel file • Check through the data → highlight those with errors and concurrently store all clean data to flat Excel file, File based database (SQLite) or SQL Database. This ensures that data is only cleaned once. • Generate report by importing cleaned data-set. 	support the workflow process.
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The meeting was adjourned at 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Xiye

Vetted by,

Wei Xiaoxin, Wu Di