Supervisor Meeting #3

Date	28 September 2016, Wednesday
Time	4:30am - 5:30pm
Venue	SMU SIS Meeting Room 4.1
Attendees	Supervisor Professor Kam Tin Seong Analytics Cafe Team Members Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda
1. Team progress regarding data cleaning process
2. Present mock-ups to Supervisor
3. Submit NDA

Discussion

S/N	Discussion
1	Update team progress on data cleaning • Supervisor advises team to be explicit in sharing findings from data cleaning and document it. • Submit documentation process onto elearn dropbox due to NDA requirements
2	Present Mock-ups to Supervisor • To remove the "amount" in Sales Amount Analysis to prevent confusion

	● For a more useful analysis, a reference line should be added onto sales analysis chart for clients to benchmark their performance. Benchmark can be for example the average sales for the past 3 months ● To research on the best practices on dashboard design. Book Information Dashboard Design by Steven Few Version 2 from NLB or refer to www.perceptualedge.com for literature review on dashboard designs. Refer to dashboard design lecture slides from VA class. ● Advised to create a front page to see the overview of entire KPI before entering the different visualizations.	
3	Midterm presentation (< 10 min) is due end of week 8. Contents should be as follow: ● What we have done so far? ● What is the learning experience up to today? ● What's next till final presentation? ● Blur out sensitive information from the video Midterm progress report: ● Recap project objective (keep it short) ● Schedule, Gantt Chart ● Compile what we have done so far ● Plans for second half of the project	

Action Items

Task	In-charge	Due Date
Email Supervisor regarding d3.js workshop venue	Shiqi	28 September 2016
Research on dashboard designs by Steven Few	Joanna	2 October 2016

Prepared by,

Shiqi Chen

Vetted by,
Joanna Tan