Meeting minutes

Attendees	Professor Kam, Esther, Ziteng, Desmond
Date	2017/08/16
Location	SIS Meeting Room 4-6
Meeting Agenda	AP Briefing Sponsor hunting progress update
Notes	- weekly report with sponsors and supervisors (with supervisor first) - gantt chart for task allocation, all should attempt analytics and slides preparation work - 40-80% of project time should be used to do data preparation and data cleaning to secure the quality of the data - project management is required and proposal tools should be used e.g. MS Project - documentation is important: e.g. meeting minutes - sponsor, supervisor, internal - start working on wiki page once it is ready Milestones: - secure project by the end of week 1 - project proposal 15% by 27th Aug (Sunday, mid-night), 10% wiki page and 5% proposal report - interim 30% at week 8 (midterm week) possibly within a day - final 55%
To-do	- meet Prof Kam if we need to work on the library project for the feasibility and technologies to use - proposal: overview, motivation (smth interesting in the company problem), objectives (business - what the business owner what us to come out with, analytical - translate from business objectives), data (where are the data source, metadata, sample datasets), methodology, scope of work, work plan - Friday J&J workshop on 9am-5pm, Jurong East, behind JDC office - DHL sponsor for another team as well