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| Interim Preparation | | | | | |
| 15.2.2015 | | 10:00 AM | | SOB Lvl 2 | |
| Meeting called by | Oh Peng Ho, Tan Jhun Boon, Yap Jessie | | | | |
| Type of meeting | Team Meeting | | | | |
| Facilitator | Yap Jessie | | | | |
| Note taker | Tan Jhun Boon | | | | |
| Timekeeper | Oh Peng Ho | | | | |
| Attendees | Oh Peng Ho, Tan Jhun Boon, Yap Jessie | | | | |
| Interim Report | | | | | |
| 20 MIN | All | | | | |
| Discussion | 1. Data Exploration  - what we found  - include relevant site visit observations that affect how we are going to analyse data / potential limitations in analysis  2. Revised Project Scope  3. Revised Work Scope  3.1. Data Preparation  - how we cleaned data, screenshots of what it looks like now  3.2. Data Analysis Methodology  3.2.1. Sales-Labor data  - lit review on clustering and type of clustering  - why this method  - which tool  - why this tool  (Display a clear understanding of the architecture and research into the methodology and application toolkits available and assess which is best to use)  3.2.2. POS data  - brief literature review on associations rule  - why using this method  - which tool  - why this tool  (Display a clear understanding of the architecture and research into the methodology and application toolkits available and assess which is best to use)  3.2.3. Deliverables  3.2.4. Data Cleaning/Preparation  - metadata / how our cleaned data looks like now  4. Data Analysis Results  4.1. Sales-labor / KPI  4.2. POS / Market Basket Analysis  5. Limitations  6. Revised Timeline | | | | |
| Conclusions |  | | | | |
| Action Items | | | Person Responsible | | Deadline |
| 1, 3 | | | Tan Jhun Boon | | 26 Feb 2016 |
| 6, literature review (clustering) | | | Yap Jessie | | 26 Feb 2016 |
| Literature review (associations rule) | | | Oh Peng Ho | | 26 Feb 2016 |
| Everything else | | | All | | 26 Feb 2016 |