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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 analysis2. Revised Project Scope3. Revised Work Scope3.1. Data Preparation- how we cleaned data, screenshots of what it looks like now3.2. Data Analysis Methodology3.2.1. 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. Deliverables3.2.4. Data Cleaning/Preparation- metadata / how our cleaned data looks like now4. Data Analysis Results4.1. Sales-labor / KPI4.2. POS / Market Basket Analysis5. Limitations6. 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 |