

## Admin

Attendees	Present	Missing
Professor Kam Tin Seong	✓	
Goh Ghee Gin Shane	✓	
Darren Lim Fei Hong	✓	
Lim Wei Yang	✓	

## Previous Meeting

Task / Change	In-Charge	Status
Begin Preliminary Analysis	Kyu-BI	Completed
Update and Maintain Wiki	Kyu-BI	Completed
Submit Interim Report	Kyu-BI	Completed

## Current Meeting

Description
<b>Basic Statistics on the Data</b> <ul style="list-style-type: none"> <li>- Though no real analysis has been performed, it is no excuse for not having the basic information on the dataset ready for presentation</li> <li>- Show all steps in preparation of data and all steps in exploring the data</li> </ul>
<b>Consider Exploratory Analysis Between Levels</b> <ul style="list-style-type: none"> <li>- Distribution of Duration on a Question Level</li> <li>- Will harder questions take longer? Examine distribution of duration</li> <li>- Clean data by taking 25% to 75% quartiles</li> </ul>

## Next Meeting

Task / Change	In-Charge	Due Date
Tabulate Basic Statistics on Dataset	Kyu-BI	5 March 2016
Present Exploratory Graphs	Kyu-BI	7 March 2016
Confirm Business Questions and Value	Kyu-BI	7 March 2016
Meet with Client	Kyu-BI	9 March 2016