### **Team Meeting Minutes**

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**Date:** 29th Dec 2017

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** Introduction

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | After confirmation with Chope on being the team’s sponsor the previous day. The team met to discuss what steps to take from here. | NA | NA |
| 2 | Split the work on who to do what for the proposal report.  Sze Hao: Company and project overview  Manfred: Project overview and Methodology  Jonathan: Wiki Page | ALL | Submit Report  [Completed: Report submitted] |
| 3 | Plan to meet with Prof Kam for confirmation on the project. | NA | Plan Meeting with Prof Kam  [Completed: Met with Prof Kam] |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

### **Team Meeting Minutes**

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**Date:** 18th Jan 2018

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** How to analyse the data

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | After meeting with Prof Kam, group sat down to pen a list of questions we need to ask Chope in our next meeting.  As well as to think of any potential questions we might have upon seeing the data. | ALL | NA |
| 2 | Team decided to collective learn Python as it will help in our data analysis.  Steps to take   1. Use coursera 2. To briefly go through stuff we know already 3. Focus on the data structures module | ALL | NA |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

### **Team Meeting Minutes**

### 

**Date:** 24th Jan 2018

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** Data Set

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | Team sat down to go through the data together before going to meet Prof Kam the next day.  Faced some problems with opening the data with JMP as the software keeps crashing when opening the interaction data set.  Team to ask Prof for advice. | ALL | Ask Prof Kam for advice regarding the data set  [Completed: Met with Prof Kam] |
| 2 | Team to go home to just take a look at the data individually to familiarise ourselves with the data. | ALL | NA |
| 3 | Team explored the various ways of opening the interaction dataset.  Manfred and Sze hao to try working on opening the data with Python (jason/jupyter) while Jonathan work on how to open it in JMP despite its large file size | ALL | ALL |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

### **Team Meeting Minutes**

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**Date:** 2nd Feb 2018

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** Data Analysis

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | Further discussion on how to proceed from here with the data. What to do with the different data sets.  Manfred mentioned upon rough analysis of the reservation data, he realised that most people who book with chope only do so on the day of the booking.  Sze Hao and Jonathan agreed with manfred.  Team discussed on how to further analyse the data and how to map the data to the reservation path to see how the booking was made. Agreed to try to use JMP to do that first. If any problems encountered then to use another software. | NA | Analyse Data |
| 2 | Sze Hao and Manfred shared that they encountered problems with regards to using Python.  Jonathan updated that he managed to open the file with JMP. However steps to open it is:   1. Break up the interact file to size of about 15 mb 2. One month of file would be split into about 30 files. 3. Then combined it in JMP 4. Then clean the columns of data   Team decided to futher consult prof on the matter | ALL |  |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

### **Team Meeting Minutes**

### 

**Date:** 9nd Feb 2018

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** Data Analysis

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | Manfred updated that he has progressed with the binning of data, but is still unsure of how to use chisq test to analyse the data, if he is unable to get anything, will ask Prof Kam again during our next consultation.  To continue working on the data and preparing it into ppt format for interim presentation. | Manfred | Check with Prof Kam regarding Chisq test for reservation data  [Completed: Met with Prof Kam] |
| 2 | Jonathan updated that using JMP to clean the interaction data would not be efficient due to the time taken for each month being a day long. To work with Sze Hao using Python to clean the data instead.  Sze Hao updated that he has made progress using Python to clean the data, but still need some time to extract all the data needed for analysis.  Group decided that data to be extracted as per Prof Kam recommendation is   1. Campaign ID 2. Email 3. Number of Open 4. Number of Clicks 5. First open/click time 6. Final open/click time   Jonathan and Sze Hao to focus on working on the data and preparing it into ppt format. | Jonathan & Sze Hao |  |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

### **Team Meeting Minutes**

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**Date:** 21nd Feb 2018

**Venue:** SMU Subway Benches

**Attendees:** Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao

**Agenda:** Interim Presentation Slides

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| S/N | Notes/Task | Assigned To | Follow-Up Action |
| 1 | Manfred updated the team on the ppt slides he has prepared. Jonathan and Sze Hao agrees that it is well done, and to check if Prof Kam for any improvements to be made | Manfred | Check with Prof Kam regarding  [Completed: Met with Prof Kam] |
| 2 | Jonathan and Sze Hao updated that the interaction data has been successfully extracted using Python on Jupyter. Show the team the cleaned data as well as initial exploratory data analysis, and to check if Prof Kam for any improvements to be made. | Jonathan & Sze Hao | Check with Prof Kam regarding  [Completed: Met with Prof Kam] |
| 3 | Team assessed the ppt for Interim presentation and was pleased with the results, will consult Prof Kam before making changes to it. | ALL | Check with Prof Kam regarding  [Completed: Met with Prof Kam] |

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Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao