

Date	Tuesday, 09/01/2018
Time	4:30 pm – 5:40 pm
Venue	SMU Library – Project Room 4-12
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong
Agenda	Preparation for project proposal and discuss on data processing

S/N	Item Discussed	Remarks
1	Project Proposal	<ul style="list-style-type: none"> • Discuss on project scope and work distribution • Decide number of iterations according to the milestones • Fix a common slot every week for group meeting and another slot for supervisor meeting • Update on wiki page
2	Data Processing	<ul style="list-style-type: none"> • Since company X wants us to put all data values directly into the database we are going to build, the team discussed on the data cleaning issue • Yongjin felt we need to filter data in the insights building as too many columns could affect the performance of using analysis tools. Moreover, we want to find specific terms which are more important.

Prepared by,

Wu Wei