

**MEETING MINUTES #9– INTERNAL**

**Date/Time  
Venue  
Meeting with  
Attendees**

25th February 2017  
SIS GSR 3.2

Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Analyze the correlation between the values of the calculated features
2. Conduct EDA in greater detail
3. Discuss next steps

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. From the feedback we received from our midterm presentation, we first decided to conduct an analysis on the calculated values of our features before proceeding to check for any correlated features, as this may affect our approach for the next part of the project. 2. We also received a feedback that our EDA for the midterm deliverables was extremely weak and hence decided to dig deeper into our data. 3. We also briefly discussed the metrics we would be having on the dashboard, and how it would look. For this we came up with a few business questions that our dashboard would answer. 4. We then quickly discussed a few next steps that we needed to take. 5. This involved the building of the model. As mentioned by Prof Kam, we needed to first analyze our features’ values, then discuss a method of using survey data to build our model. 6. Discuss what metrics we would be using –  * Collaboration – silo index * Employee leaving impact * Influence score * Five strongest relationships * Influence score |  |  |  |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*