

Singapore Management University

ANLY482 Analytics Practicum

Team Meeting Minutes 2 as on 9th January 2017

Time Start:	1.00pm
Time End:	3.30pm
Location:	SMUX Labs Level 3
Recorded by:	Tan Yong Kiong, Alson
Vetted By:	Heng Kok Chin

Attendees:	
Heng Kok Chin	Undergraduate, Singapore Management University
Tan Yong Kiong, Alson	Undergraduate, Singapore Management University
Absent with Apologies:	
Peh Zhan Hao	Undergraduate, Singapore Management University

Agenda

1. Prepare for Sponsor Meeting tomorrow
2. Non-Disclosure Agreement
3. Project Management

No.	Discussion:	Action by:	Deadline:
A	Prepare for Sponsor Meeting tomorrow		
1	<ul style="list-style-type: none"> • Discuss the dataset <ul style="list-style-type: none"> - Student ID (Coded ID) - Students' examination grades for all subjects (3 years data, 2014 to 2016) - Secondary 1-4 students (double science combi vs combined science combi) - Students' Individual Subject Grade (for the various examinations: CA1, SA1, CA2, SA2) - O Level scores - Students' Subject Combination (Pure/combined/1 Pure + 1 combined) KIV: <ul style="list-style-type: none"> - Sec 1 Grades - PSLE Scores • Clarifications <ul style="list-style-type: none"> - What is the exact procedure in deciding whether to award a student double science or combined science combination? - Are there any cut-off percentage in terms of individual science grades, and overall grades? - Is it a school or MOE guideline? 		
B	Non-Disclosure Agreement		
1	<ul style="list-style-type: none"> • Edited the NDA with the sponsor's information and details • Looked through the NDA to ensure all areas are covered 		

	<ul style="list-style-type: none"> Submitted NDA to Prof Kam for approval 		
C	Project Management		
1	<ul style="list-style-type: none"> Completed the general timeline and upload on Wiki Constructed the table with progress Division of roles and responsibilities in the timeline 		
D	Next Meeting Agenda Items		
	<ol style="list-style-type: none"> Discuss how to tackle data Data cleaning and exploration Roles and Responsibilities of each team member 	Edufy	16 Jan 2017 (Mon)