

# Internal Meeting #3

<b>Date</b>	7 September 2016, Wednesday
<b>Time</b>	3:00pm - 5:00pm
<b>Venue</b>	Li Ka Shing Library Project Room 4.14
<b>Attendees</b>	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
<b>Absentees</b>	N/A

## Agenda

1. Draft mock-ups for visualizations
2. Data preparation
  - a. Select relevant columns
  - b. Discuss which columns should be in the same file

## Discussion

S/N	Discussion
1	Draft Mock-ups for visualizations <ul style="list-style-type: none"><li>• Visualizations covered during meeting: Sales Performance visualizations, including cross-filter function</li></ul>
2	Data Preparation <ul style="list-style-type: none"><li>• Team to conduct data exploration using JMP</li><li>• Team to conduct joining of tables using JMP</li></ul>

## Action Items

<b>Task</b>	<b>In-charge</b>	<b>Due Date</b>
Retrieve license keys for JMP Pro and Tableau	Shiqi	7 September 2016
Prepare Mock Up	Shiqi	12 September 2016
Join data tables to use for visualizations	Joanna	12 September 2016

Prepared by,  
Shiqi Chen

Vetted by,  
Joanna Tan