

TEAM V
ANLY482 INTERNAL MEETING
MINUTES 3

Date	3 January 2017
Time	15:30 - 16:15
Venue	Skype
Attendees	Team V: Andrew, Sarah
Agenda	<ol style="list-style-type: none"> 1. Discuss understanding of data 2. Discuss findings about Survival Analysis 3. Review the analysis to be done

S/N	Item Discussed	Remarks
1	Data	<ul style="list-style-type: none"> - Andrew having gotten access to the database, went through with Sarah more thoroughly the tables that are useful for analysis. - With the glossary of terms that Vanitee provided, the team used that to understand how the tables relate to each other. - Andrew mentioned that there are test data in the database. The team decided that we should clarify with Vanitee the test date range and if the column is_test will indicate all test data. - From what Andrew saw, there seems to be other test data that is not indicated in is_test. These other test data are identified from their description which includes words such as "test" or "testing" and emails used which belongs to Vanitee.
2	Survival Analysis	<ul style="list-style-type: none"> - The team decided that Survival Analysis seems possible to be done. - A time period will be needed in order to

		<p>use this analysis.</p> <ul style="list-style-type: none"> - The team will consult Prof Kam if Survival Analysis is a suitable analysis to do based on the data.
3	Cluster Analysis	<ul style="list-style-type: none"> - It is important for Vanitee as a business to know its customers hence the team will move forward and use this analysis for customer segmentation.

S/N	Action Item	Action By	Deadline
1	Arrange meeting with Prof Kam	Andrew	By 6 Jan 2017