**Meeting Minute 6**

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| **Date:** | 9th March 2015 |
| **Time:** | 10.00am – 11.00am |
| **Venue:** | SIS Meeting Room 4-1 |
| **Attendees:** | Prof Kam, Le Hoang Trinh, Zheng Tianwei |
| **Absentees:** | Nil |
| **Things discussed:** | 1. Team update on progress   (please refer to slides)   * 1. Read up on Gephi Tutorials   2. Intra-industry report (Aerospace & Defense)  1. Prof’s advices on team progress    1. Good progress    2. Continue looking at intra-industry reports (all 29)       1. Use NodeXL instead of Gephi 2. Suggestions on analysis wide    1. Focus more on betweeness & closeness centrality instead of in & out-degree    2. Use Auto-fill and Graph Metrics in NodeXL to create a better visualization 3. Administrative tasks    1. Create all intra-industry reports |

**Tasks**

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| **No.** | **Task** | **Assigned Person** | **Due Date** |
| 1 | Create and analyse intra-industry reports in NodeXL (first half) | Tianwei | 12.03.2015 |
| 2 | Create and analyse intra-industry reports in NodeXL (second half) | Tianwei | 10.02.2015 |
| 3 | Re-calculate company overview distribution | Tianwei | 11.02.2015 |
| 7 | Update Wiki Page | Trinh | 15.02.2015 |

The meeting was adjourned at 11.00am. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Zheng Tianwei

Vetted and edited by,

Le Hoang Trinh