

**MEETING MINUTES #5– SUPERVISOR**

**Date/Time
Venue
Meeting with
Attendees**

17th February 2017, 4:30pm
SIS MR 4.3
Prakash Sukhwal (Supervisor) & Prof Kam (Course Coordinator)
Aayush Garg, Prekshaa Uppin, Akshita Dhandhania

**Agenda**

1. Discuss progress
2. To get feedback on survey

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| Prof Kam | **Survey*** + The lunch question is wrong because people might take a person’s name even if they meet only once a year -> ”relative strength” is missing
		- Be more specific
			* How many times a week do you have lunch with him?
			* Do you discuss work a lunch or is it just a casual meal?
	+ Survey is not suggested unless it’s absolutely necessary -> if you do it, do it properly
	+ How are we going to use the survey data to test our results when you’re survey data is showing unrelated or different aspects of a network from what we are trying to find using email data?
	+ Why are we only using eigenvector centrality? Why not betweenness and closeness? Show the results of what you find when you build the network using the other scores as well.
	+ What is your hybrid centrality trying to prove? Productivity?
	+ Check if the employee data you have is not only for the salespersons.
	+ Try and look at how an employee’s job status can relate to our final findings.
	+ More detailed approach needed-> for the survey-> more specific questions and always ask “how often”
	+ Concluding, survey needs to be revised! – how many times a week or month; Use examples to solicit our ideas; more appropriate questions; he is unaware of our sample space- make that clear; make clear how much info can be extracted from the survey responses; what will happen if only 20% of the respondents reply!; think about response anomalies and scenarios which might happen- what will be our approach then? What if they don’t respond on time?
	+ Remove SMU’s Logo from the survey. You ideally need to take permission from SMU before conducting a survey on their behalf
	+ Remember: Eigenvector centrality is not a mixture of betweenness and degree centrality.
 | 1. Revise survey questions to include the aspect of frequency for every questions you ask
2. Figure out how to align the survey outcome and the objective of the email analysis.
 | Aayush, Akshita, Prekshaa |  |
| Aayush, Prekshaa, Akshita | 1. We aim to create an influential score which we will compare against survey results and choose our final model accordingly.
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*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Aayush Garg, Akshita Dhandhania*