

**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. |  |  |  |

*Meeting minutes prepared by Prekshaa Uppin  
Minutes has been vetted by Aayush Garg, Akshita Dhandhania*