



12 Jan 2017 Sponsor Meeting 2

*Created by: Gareth Ng (12/01/17)
 Edited and Vetted by: Chermain Ang (12/01/17)*

DATE	TIME	VENUE
12-Jan-17	14:45 PM – 15:15 AM	SMU SIS MR 4.6
Meeting Type	Supervisor Meeting	
Facilitator	Jeremy Ong	
Note taker	Gareth Ng	
Timekeeper	Chermain Ang	
Attendees	Chermain Ang (CA), Gareth Ng (GN), Jeremy Ong (JO), Prof Kam Tin Seong (TS)	
Absentees	NA	
Agenda	<ol style="list-style-type: none"> 1. Proposal Feedback 2. NDA 	
MEETING ITEM 1: Proposal Feedback		Time Allocated 25 mins
Name	Discussion	Follow Up By
CA	<ol style="list-style-type: none"> a. Asked Prof Kam for feedback on the group's proposal b. Mentioned that our group will be getting daily aggregated data from sponsor c. Showed Prof Kam the air quality data that we will be getting. 	
TS	<ol style="list-style-type: none"> d. Said that the group can aggregate the data by hour since air quality data is hourly. e. Narrow down aggregated data by symptoms f. Break down into detail for scope because the group more or less knows what we want to do. g. Mentioned different phases for the scope which are: Extract Data, Data Exploration, Data Analysis and Model Building h. Extract data before data exploration: group should go ahead and explore the APE from NEA or approach NEA to get their data. Prepare and clean the NEA data (data tidying process) i. Data Analysis part: do literature work, self-study, explore and assess what analytical tools to use. j. While waiting for the data from the client, the group should explore more on panel data analysis and find out what methods are available. Go deeper to look for appropriate methods to use. Gain better understanding on panel data analysis. k. Find out how other people use panel data analysis in public health especially those related 	JO



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	<p>to environmental health.</p> <p>l. Check SMU library on Springer and their books on panel data analysis. One of the books uses R.</p>	
CA	<p>m. Asked if panel data analysis is enough for the project or should the group find others to use.</p>	
TS	<p>n. Said that panel data analysis is enough and the group should study it well since this is a PHD topic.</p> <p>o. Group should reorganize timetable to start the studying of panel data analysis.</p> <p>p. Have a contingency plan to not waste time.</p> <p>q. For tools assessment, the group can use JMP and R and evaluate which is better.</p> <p>r. Group should revise the gantt chart to include contingency plan which is to focus on preparing and self learning on panel data analysis while waiting for the data from sponsor. So certain things we want to do in the later phases can be started.</p> <p>s. Mentioned R Markdown, which is another R library for reporting purposes. It is a repeatable analytics framework where data can be replaced and it will rerun. All the graphs will be refreshed afterwards.</p> <p>t. Group should go through tutorials and look at the galleries to learn how to better design our dashboard</p> <p>u. Group can start drafting out storyboard for dashboard</p>	GN
Remarks		
MEETING ITEM 2: NDA		Time Allocated 5 mins
Name	Discussion	Follow Up By
CA	v. Shared on current progress with NDA forms.	
TS	<p>w. One way to move forward is to have our sponsor reword their forms but difficulty is that they have 3 forms.</p> <p>x. Mentioned that the SMU form is easier and that we should talk to our sponsor again.</p>	JO
Remarks		



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To-do

No.	Action Items	Person I/C	Deadline	Remarks
1k	1. Research on similar projects	JO	14 Jan 17	
1l	2. Check SMU library on Springer books on panel data analysis	JO	13 Jan 17	
1s	3. Research on R Markdown	GN	14 Jan 17	
2x	4. Check on progress of NDA with Sponsor	JO	16 Jan 17	