

Sponsor Meeting #3

Date	26 September 2016, Monday
Time	10:30am - 11:30am
Venue	Hoi POS Office
Attendees	<u>HoiPOS (Sponsor)</u> Calixto Tay
	<u>Analytics Cafe Team Members</u> Chen Shiqi Tan Wei Lin Joanna
Absentees	N/A

Agenda

1. Sign NDA
2. Update team progress
3. Ask question regarding cleaned data
4. Re-prioritise deliverable

Discussion

S/N	Discussion
1	Sign NDA <ul style="list-style-type: none">• Verify that the fields in the NDA is accurate• Check that sponsor accept the agreement
2	Update team progress <ul style="list-style-type: none">• Team update sponsor on what data the team would us and to clarify

	<p>that the variables are linked correctly in the ER model.</p> <ul style="list-style-type: none"> • Team show and explain the mock ups to the sponsor and gather his feedback. • Team update on the outcome and abnormality identified from data cleaning and the action done to the abnormal data such as removing them from the dataset.
3	<p>Ask question regarding cleaned data</p> <ul style="list-style-type: none"> • The team ask questions identified from the cleaned data. <ul style="list-style-type: none"> ◦ For item with same plu, since there are only 8 instances, the sponsor said that the team could manually edit the plu.
4	<p>Re-prioritise deliverable</p> <ul style="list-style-type: none"> • Sponsor say productivity analysis and association analysis is more interesting and would be more useful for them and it is better to have it done first. • Sales analysis is good but they have something similar so it is not of a high priority

Action Items

Task	In-charge	Due Date
Email Sponsor the data cleaning documentation and mock ups	Shiqi	26 Sept 2016
Submit NDA to Supervisor	Joanna	28 Sept 2016

Prepared by,

Joanna Tan

Vetted by,

Shiqi