Date	Tuesday, 19/01/2018
Time	12:00 pm – 15:30 pm
Venue	LKS Lib – Project room 4-12
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong
Agenda	1. Explore data and share data findings with team mates 2. Discuss database structure 3. Discuss project management matters

S/N	Item Discussed	Remarks
1	**Explore data and share findings with team mates**	• ODD data 2016 and ODD data 2017 has different formats, e.g. ODD data 2016 contains columns that ODD data 2017 doesn't have, vice versa. • Missing value exist in ODM data. Some columns have missing value (empty). • Definition of some columns are missing, only business rules are provided. E.g. ODD definition • Some columns are totally blank, no column name, no value.
2	**Discuss database structure**	• SQL will be used mainly for database design • Microsoft access data may need to be converted to csv format before loading into database. • In the next meeting, we will discuss in detail on how to construct the database and load data into database.
3	**Discuss project management matters**	• Update project Gantt chart- add client milestone.

Prepared by,

Miaoqiong