ANLY482 Internal MEETING MINUTES
(13 Feb 2018)

Date:	13 Feb 2018
Time:	12:00 – 16:00
Venue:	Library Proj. Rm 4.12
Attendees:	Team: Ruiyan, Qian, Nicholas,
Agenda:	1. Continue cleaning data 2. Share EDA findings with team members 3. Administrative matters

S/N	Things Discussed/Done	Remark
1	Continue cleaning data	• For a data record with lane ID as 4428, there are missing values (excel error #VALUE) for DHL offer price, customer target price. • However, we use the existing information to deduce the target price and offer price.
2	Share EDA findings with team members	• Analyze same variables with different type of graph and find the most appropriate one
3	Administrative matters	• Contact sponsor for updated file for customer B (with "award status information") • Checking one business rule with sponsor. During last sponsor meeting, sponsor pointed out that if a record with "existing lane" as "yes", it meant that this record was an existing business. They used the words "Gained" and "Not Gained" to represent the award status of a new business (lane). They used the words "Retained" and "Lost" to represent the award status of an existing business (lane). However, we found that there were some records with "existing lane" as "yes" and "award status" as "(Not) Gained". Thus, we need to check with sponsors whether we could change the corresponding award status to "Retained"/ "Lost".

Item Due (Team) / Actions

Deadline: Feb 17
    1. Contact sponsor for Administrative matters
    2. Continue to conduct exploratory data analysis
    3. Check with prof about midterm deliverables