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# Team Meeting Minutes 2

Monday, 09.01.2017 (1:00pm - 3:30pm)

Location: SMU Labs Level 3 Bench

## Attendees

Heng Kok Chin

Tan Yong Kiong, Alson


## Agenda

1. Prepare for Sponsor Meeting tomorrow
2. Non-Disclosure Agreement
3. Project Management

## Notes

### Prepare for Sponsor Meeting tomorrow

- Discuss the dataset
    - o Student ID (Coded ID)
    - o Students' examination grades for all subjects (4 years data, 2013 to 2017) - Secondary 2-5 students (double science combi vs combined science combi)
    - o Students' Individual Subject Grade (for the various examinations: CA1, SA1, CA2, SA2)
    - o O Level & N Level scores
    - o Students' Subject Combination (Pure/combined/1 Pure + 1 combined)
    - o Students' Class (Express vs Normal)
    - o KIV:
      - Sec 1 Grades
      - PSLE Scores
  - Clarifications
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- What is the exact procedure in deciding whether to award a student double science or combined science combination?
  - Are there any cut-off percentage in terms of individual science grades, and overall grades?
  - Is it a school or MOE guideline?

### **Non-Disclosure Agreement**

- Edited the NDA with the sponsor's information and details
- Looked through the NDA to ensure all areas are covered
- Submitted NDA to Prof Kam for approval

### **Project Management**

- Completed the general timeline and upload on Wiki
- Constructed the table with progress
- Division of roles and responsibilities in the timeline

## **Action Items**

1. To discuss with Sponsor on obtaining the dataset from them
2. Finalize proposal once dataset is available
3. Finalize scope of project

## **Next Meeting Agenda Items**

1. Discuss how to tackle data
2. Data cleaning and exploration
3. Roles and Responsibilities of each team member