

Team Meeting Minutes

Date: 1 February 2016

Time: 1300

Venue: SOA Benches

Attendee(s): Sze Huey, Amirah

Absentee(s): -

Agenda:

| No | Description |
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| 1 | Update progress on data cleaning process |

Meeting Progression:

| No | Description |
|----|---|
| 1 | The team identified that the data cleaning process is lengthy and tedious. The team is falling behind proposed schedule. As a mitigation plan, the team will be focusing on a year's (2015) worth of data instead of lifetime data. |
| 2 | The team reviewed the topical framework and discussed adding new columns. The team decided to add tags column which describes the content of the posts. |

Action items:

| No | Task | Person In Charge | Due |
|----|--|------------------|-------------|
| 1. | Clean data | TeamROLL | 10 February |
| 2. | Arrange meeting with supervisor to seek advice on project progress | Sze Huey | 2 February |

The meeting was adjourned at 2.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by:

Sze Huey