

## Team Meeting 5

Date:	6 Feb 2017
Time:	1pm – 5.30pm
Venue:	Library GSR
Attendees:	ALL
Absentees:	
Agenda:	Data Pre-Processing & Cleaning, Project Management

No.	Details	Action By	Due Date
1	<p><u>Pre-Processing &amp; Cleaning</u></p> <ul style="list-style-type: none"> <li>• Worked on Jan 2016 Dataset</li> <li>• Examined the full year dataset</li> <li>• Narrowed potential database to work on to Euromonitor and Lawnet</li> <li>• Rewrote codes on Tableau to better extract search queries</li> <li>• Rewrote codes on Tableau to better match Unique User ID to demographics given</li> <li>• Refer to technical documentation for breakdown on what was done</li> </ul>	Jing Xuan, Bendexter	10 Feb 2017
2	<p><u>Project Management</u></p> <ul style="list-style-type: none"> <li>• Set up and used Trello for project management (dashboard)</li> <li>• Assigned tasks to group members on Trello and respectively deadlines</li> <li>• Jing Xuan &amp; Bendexter to work on dataset on their own timing</li> <li>• Jun Rong to work on Template of Interim Report               <ul style="list-style-type: none"> <li>○ Content page</li> <li>○ Problem &amp; Motivation</li> <li>○ Solution</li> </ul> </li> <li>• Jun Rong to refer to past projects for a better idea on the layout for submission</li> <li>• Jun Rong to work on Interim Presentation Slides               <ul style="list-style-type: none"> <li>○ Mimic format of Interim Report</li> </ul> </li> </ul>	Jun Rong	10 Feb 2017

The meeting was adjourned at 5.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

### Agenda for next meeting

1. Share deliverables and work again

Prepared by,  
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Vetted and edited by,  
Bendexter Lim