Supervisor Meeting Minutes #6

Date / Time	1st Mar 2018, 2pm to 3pm
Venue	SIS, Meeting Room 5-1
Attendees	Taffy Joan, Jerlyn & Jaehyun
Agenda	1. Interim Presentation Comments

S/N	Notes / Task	Action by	Follow up
1	**Introduction** • Printing Slides Presentation slides were not printed for the professor • Title of project missing A proper title is needed, it should not be labelled as Interim Presentation • Structure was poor Content can be better organised. Company overview was misunderstood by the team. Introduction slides should have included o Background of the company o Business Problem These were information from our proposal which should have been included. The jump into content for interim was too big. • Clarity The team needed to be clearer on which staff groups were being analysed in which sections. Clear transition from analysing all job titles to only technicians and operators was needed.		
2	**Data Preparation** • Source table This field was missing in our presentation. It was utilised but not explained. • Missing data pattern This analysis alone is insufficient as it does not reveal the distributions of the missing data. Additional Category analysis is needed to be done. A comparison should have been made the summary statistics to understand which are if the missing data were categorical or numeric. There could		

	have been instances by which missing values were coded as 999, thus the min and maximum of the data fields should have been explored.		

3	**<u>Data exploratory</u>**
	• Employee Status
	The current bar graph on Employee Status is more suited for univariate analysis. However, the team is exploring bi-variate:
	    o Existing and New
	    o Stayed and Left
	
	• Recommendation - Contingency Tables instead
	Prof Kam suggested the team to use a Mosaic Plot to graphically display the 4 different employee statuses. This would allow the team to see composition of employee status in each year and observe how the 2 dimensions interplay with each other.
	
	• Recommendation – Stacked Graph across the years
	To display the employee statuses across the years, a stacked graph may be used to show the changing composition year on year		

Vetted by: Taffy, JaehYun