Atom Collaboratives

Meeting Minutes

March 2, 2016
SIS Meeting Room 4.1
Members Present: Professor Kam Tin Seong
                                    Yan ShaoHong Chris
                                    Yo Wee King
                                    Macus Khoo Jun Hao
Agenda: 1) Project Clarifications
Next meeting: 2 weeks from now; TBC

Announcements

1. No announcements were made prior to the start of the meeting.

2. The meeting commenced at 15300H and ended 1615H.

Discussion

Overview

3.   The project manager, Chris, has briefed Prof Kam on the progression and competition of the project thus far. The team gone through what was the work done for each member. Looking at our Interim progress report, Prof Kam recommend us to revise our phase 2 scope of work, it seems to undermine what the team has done. Those pointers there are too broad and do not help the reader to understand the team effort into working on such a meaningful project.

4.   Prof Kam has suggested us to discuss more on the approach. For instance, using online resources to cite why that we are using certain variables to conduct analysis on. Additionally, Prof Kam would like the team to share why use time series data mining methodology for this project. He requested the team to look at more literature, do more readings on the current topic for car parking analysis. This will help the team in the upcoming submission for the final paper write-up.

5.   The team should discuss on the SAS workflow broadly what each node inside there does. Discuss what is happening when it is processing inside the nodes.

6.   Revise the Analysis index clustering on the data preparation. Similarity describe the entire methodology process properly, like why we did 3 initially, then why we revised to 7 clusters. Using the results and compare their difference.

7. The next step for the team to take is that, discuss on each cluster on their characteristics, how are they related, their similarity, describe why are they cluster together. For instance, are they neighborhood mall or CDB shopping mall or retail mall? It is important to bring the analysis back to the real world to examine how they are related in the real world other than just using pure analysis.

Project Management

8. Given the timeline of the project that it is ending soon, Prof Kam would like the team to focus on the study of car park issue in retail mall and roadside parking issue. The team need to come out with a detailed and conclusive report to explain the car park situation in these retail malls.

8. With no further matters arising, the meeting was concluded at 1145H. The team will arrange for another session with MRC to find out more information and getting the data.

Summarized Action Items

S/N.	Description	Action By
1.	The team will work the suggestion Prof Kam and prepare for Abstract submission	Atom

This meeting was adjourned at 1615H. The meetings will be circulated and if there are no amendments reported in the next three days.

Prepared by,
Yo Wee King

Vetted and edited by,
Yan ShaoHong (Chris)