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| Date: February 13, 2018 |
| Time: 1500 – 1630hrs |
| Location: SIS Meeting Room 4-6 |
| Attended By: Josh Ho, Friedemann Ang, Prof Kam |

**Instructor Meeting Minute 02**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Review of data provided   * Explanation of borehole metadata * Examination of joins from borehole data to categorical data * Explanation of design data available from technical drawings, and tables therein | All |
| 2 | Review feasibility of the project problem statement framing   * Predictive analytics to perform design is too ambitious to produce a favourable outcome for the purposes of the course * Insufficient contextual professional/engineering knowledge to perform good feature engineering * Look into possibility of requesting more informal data sources, e.g. signing engineers’ checklists before signing off, personal notebooks on design review * Consider reframing problem into a data visualization/review problem, to make borehole data more accessible and easy to understand in context | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 2 | Liaise with project sponsor to discuss the additional data sources and/or reframing | 23 Feb | Josh |
| 3 | Explore visualization of borehole data | 23 Feb | Friedemann |
| 4 | Clean up analytics sandbox and prepare for interim presentation | 23 Feb | Both |