# TEAM V
# ANLY482 INTERNAL MEETING
# MINUTES 8

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| **Date** | 10 February 2017 |
| **Time** | 16:30 - 18:30 |
| **Venue** | SIS Level 3 benches |
| **Attendees** | Team V: Andrew, Sarah |
| **Agenda** | 1. Start working on EDA for Campaigns and Services |

| S/N | Item Discussed | Remarks |
|---|---|---|
| 1 | Data | - Andrew highlighted that the team should clean the data for the Campaigns and Services<br>- Andrew also added that he had clarified with Jame with regard to the campaigns with identical name and creation date. Ultimately, the team should look at those campaigns that have campaign codes tied to them and also only look at active campaigns (published_at must not be empty)<br>- Sarah mentioned that the value labels for columns discount_type and type in the Campaigns table can be referenced from the online admin dashboard |
| 2 | EDA | - Andrew added that he was looking at the Campaigns breakdown by duration and initially realised that there were way too many start_at values missing from the data. He added that he went to the admin dashboard and tried to understand the process of creating a campaign. He noted that the start_at value was allowed to be left blank and |

| | | in this case, the start_at would be the created_at value instead<br>- Sarah mentioned that she is currently looking at the Campaigns breakdown by duration from start to 1st booking |
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| S/N | Action Item | Action By | Deadline |
|---|---|---|---|
| 1 | Continue working on EDA | All | 15 Feb 2017 |
| 2 | Set up meeting with Vanitee to show them EDA findings | Andrew | 15 Feb 2017 |