



INTERNAL MEETING 10

Date	26 March 2017
Start Time	12:00pm
End Time	1:00pm
Venue	School of Information System level 4
Attendees	Wei Xiaoxin Wu Di Zheng Xiye
Absentees	
Agenda	<ol style="list-style-type: none"> 1. Update current progress 2. Plan for future work

AGENDA

No.	Task	Follow-up
1	<p>Update current progress</p> <ul style="list-style-type: none"> ✓ Xiaoxin plans to work on the SOC dashboard design, she did some research about it. ✓ Wu Di works on Inpt data cleaning part, she did the logic part already, but some business requirement needs to be confirmed with KTPH again ✓ Xiye worked on the Inpt report generation part. 	
2	<p>Future Work Plan</p> <ul style="list-style-type: none"> ✓ The SOC data visualization will use “sparkline” and “DT”, as well as “Shiny”, Xiaoxin will work on this, Wu Di and Xiye could help if any needs. ✓ Some business requirement need to verified with KTPH, and update the data cleaning logic corresponding. Wu Di will work it and send email to KTPH. ✓ Xiye will do the Inpt report generation and find out whether there is a need of pivot table, as there is one pivot table in the excel file provided by sponsor. And he will think of the dashboard UI deisgn. 	<ol style="list-style-type: none"> 1. Email to KTPH to check the Inpt data cleaning rules. 2. Find out the needs of pivot table.

Prepared by,

Wu Di

Vetted by,

Wei Xiaoxin, Zheng Xiye