

Team Meeting Minutes

Date: 29th Dec 2017
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Introduction

S/N	Notes/Task	Assigned To	Follow-Up Action
1	After confirmation with Chope on being the team's sponsor the previous day. The team met to discuss what steps to take from here.	NA	NA
2	Split the work on who to do what for the proposal report. Sze Hao: Company and project overview Manfred: Project overview and Methodology Jonathan: Wiki Page	ALL	Submit Report [Completed: Report submitted]
3	Plan to meet with Prof Kam for confirmation on the project.	NA	Plan Meeting with Prof Kam [Completed: Met with Prof Kam]

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 18th Jan 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: How to analyse the data

S/N	Notes/Task	Assigned To	Follow-Up Action
1	After meeting with Prof Kam, group sat down to pen a list of questions we need to ask Chope in our next meeting. As well as to think of any potential questions we might have upon seeing the data.	ALL	NA
2	Team decided to collective learn Python as it will help in our data analysis. Steps to take <ol style="list-style-type: none">1. Use coursera2. To briefly go through stuff we know already3. Focus on the data structures module	ALL	NA

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 24th Jan 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Data Set

S/N	Notes/Task	Assigned To	Follow-Up Action
1	Team sat down to go through the data together before going to meet Prof Kam the next day. Faced some problems with opening the data with JMP as the software keeps crashing when opening the interaction data set. Team to ask Prof for advice.	ALL	Ask Prof Kam for advice regarding the data set [Completed: Met with Prof Kam]
2	Team to go home to just take a look at the data individually to familiarise ourselves with the data.	ALL	NA
3	Team explored the various ways of opening the interaction dataset. Manfred and Sze hao to try working on opening the data with Python (jason/jupyter) while Jonathan work on how to open it in JMP despite its large file size	ALL	ALL

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 2nd Feb 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Data Analysis

S/N	Notes/Task	Assigned To	Follow-Up Action
1	<p>Further discussion on how to proceed from here with the data. What to do with the different data sets.</p> <p>Manfred mentioned upon rough analysis of the reservation data, he realised that most people who book with chope only do so on the day of the booking.</p> <p>Sze Hao and Jonathan agreed with manfred.</p> <p>Team discussed on how to further analyse the data and how to map the data to the reservation path to see how the booking was made. Agreed to try to use JMP to do that first. If any problems encountered then to use another software.</p>	NA	Analyse Data
2	<p>Sze Hao and Manfred shared that they encountered problems with regards to using Python.</p> <p>Jonathan updated that he managed to open the file with JMP. However steps to open it is:</p> <ol style="list-style-type: none"> 1. Break up the interact file to size of about 15 mb 2. One month of file would be split into about 30 files. 3. Then combined it in JMP 4. Then clean the columns of data <p>Team decided to futher consult prof on the matter</p>	ALL	

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 9nd Feb 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Data Analysis

S/N	Notes/Task	Assigned To	Follow-Up Action
1	<p>Manfred updated that he has progressed with the binning of data, but is still unsure of how to use chisq test to analyse the data, if he is unable to get anything, will ask Prof Kam again during our next consultation.</p> <p>To continue working on the data and preparing it into ppt format for interim presentation.</p>	Manfred	<p>Check with Prof Kam regarding Chisq test for reservation data</p> <p>[Completed: Met with Prof Kam]</p>
2	<p>Jonathan updated that using JMP to clean the interaction data would not be efficient due to the time taken for each month being a day long. To work with Sze Hao using Python to clean the data instead.</p> <p>Sze Hao updated that he has made progress using Python to clean the data, but still need some time to extract all the data needed for analysis.</p> <p>Group decided that data to be extracted as per Prof Kam recommendation is</p> <ul style="list-style-type: none">a. Campaign IDb. Emailc. Number of Opend. Number of Clickse. First open/click timef. Final open/click time <p>Jonathan and Sze Hao to focus on working on the data and preparing it into ppt format.</p>	Jonathan & Sze Hao	

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 21nd Feb 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Interim Presentation Slides

S/N	Notes/Task	Assigned To	Follow-Up Action
1	Manfred updated the team on the ppt slides he has prepared. Jonathan and Sze Hao agrees that it is well done, and to check if Prof Kam for any improvements to be made	Manfred	Check with Prof Kam regarding [Completed: Met with Prof Kam]
2	Jonathan and Sze Hao updated that the interaction data has been successfully extracted using Python on Jupyter. Show the team the cleaned data as well as initial exploratory data analysis, and to check if Prof Kam for any improvements to be made.	Jonathan & Sze Hao	Check with Prof Kam regarding [Completed: Met with Prof Kam]
3	Team assessed the ppt for Interim presentation and was pleased with the results, will consult Prof Kam before making changes to it.	ALL	Check with Prof Kam regarding [Completed: Met with Prof Kam]

Prepared by: Au Zhe Wei Jonathan

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 4th Mar 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Text Mining Techniques

S/N	Notes/Task	Assigned To	Follow-Up Action
1	<p>Team to research on various methods of text analysis and text mining. Conclusion upon research was to either use Python or JMP Text explorer.</p> <p>Sze Hao, Manfred and Jonathan agreed to either methods as our EDA was using these 2 tools. To have continuity and not to use a new method we are unsure of.</p>	ALL	<p>Consult Prof Kam on method to use</p> <p>[Completed: Met with Prof Kam]</p>
2	<p>To try using both methods for our text analysis and weigh the pros and cons before consulting Prof Kam.</p>	ALL	N.A

Prepared by: Manfred Ng

Checked by: Yak Sze Hao

Team Meeting Minutes

Date: 20th Mar 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Text Mining Using JMP Text Explorer

S/N	Notes/Task	Assigned To	Follow-Up Action
1	Team decided together on methods to use according to the video on JMP Text Explorer. Steps were done according to the video and generating word cloud before proceeding to regression analysis	ALL	Consult Prof Kam on method to use [Completed: Met with Prof Kam]
2	Team noticed that there were potentially repeated words and in the phrases despite initially adding stop words (e.g 1 for etc.). Regression analysis was done but interpretation of results was unknown to the team and unsure if what was done is right or wrong Sze Hao advised the team that we should consult Prof Kam on steps to proceed from here.	ALL	Consult Prof Kam on method to use [Completed: Met with Prof Kam]

Prepared by: Au Zhe Wei Jonathan

Checked by: Manfred Ng

Team Meeting Minutes

Date: 27th Mar 2018
Venue: SMU Subway Benches
Attendees: Au Zhe Wei Jonathan, Ng Bing Yao Manfred, Yak Sze Hao
Agenda: Finalising Project

S/N	Notes/Task	Assigned To	Follow-Up Action
1	<p>Sze Hao took the lead in the text analysis and explained the various methods used for analysis according to Prof Kam's advice from the previous meeting. Noted that Prof Kam's advice was good and results generated with training and validation datasets were looking good.</p> <p>Jonathan and Manfred thanked Sze Hao for the work on this aspect.</p>	ALL	<p>Consult Prof Kam on final results</p> <p>[Completed: Met with Prof Kam]</p>
2	<p>Jonathan and Manfred showed Sze Hao the draft poster and content according to Prof Kam's input on how a poster should be like.</p> <p>Sze Hao commented that he liked the poster and just some final touches and the poster would be finished.</p>	ALL	N.A

Prepared by: Manfred Ng

Checked by: Yak Sze Hao