

**MEETING MINUTES #4– INTERNAL**

**Date/Time
Venue
Meeting with
Attendees**

18th January 2017 – 2 hours
Library P.R 4.3
Internal
Akshita Dhandhania, Aayush Garg, Prekshaa Uppin

**Agenda**

1. Discuss more survey questions to add
2. Read research paper provided to us by our project supervisor - Prakash

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| Point made by | Notes | Follow – up Action |
|  |  | **Task** | **Person(s) Responsible** | **Due Date** |
| All | 1. In the previous meeting we came up with a few additional questions based on the sample survey provided by the client. For e.g.

Link to sample survey provided by client: <https://qtrial2016q3az1.qualtrics.com/SE/?SID=SV_0NvxXOLJzQzYCZn> This meeting, we thought the questions we had come with overlap each other in certain ways, or provide information that are unrelated to each other. Instead, based on the 5 main topics provided to us by our client, we decided to divide up our questions under each category and then assess how well the questions are structured. 1. Make notes on what could be applied to our project from the studies we were reading, especially regarding sentiment analysis for our subject line analysis and text mining. Further research.
 | Continue reading the papers and check if similar methods could be applied to our analysis | All | 22nd January 2017 |
| Read Rob Cross’s and Karen Stephenson’s works – understand what’s been done in the field, and we could learn from them | All | 26th January 2017 |

*Meeting minutes prepared by Prekshaa Uppin
Minutes has been vetted by Akshita Dhandhania, Aayush Garg*