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| Date: February 22, 2018 |
| Time: 1400 – 1700hrs  |
| Location: SOB GSR 2-8 |
| Attended By: Josh Ho, Friedemann Ang |

**Internal Meeting Minute 07**

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| **No.** | **Agenda** | **Action By:** |
| 1 | Cleaning of boreholes data* From the database obtained, each borehole data should be represented in a single row (total of 1507 entries)
* Discussed on which critical descriptors to keep
* Decided on Borehole Point ID, SVY21 Plane coordinates, layer depth and layer material
 | Both |
| 2 | Interim report planning* Set out sections for interim report

-Data Science Practice-Data Exploration-Data Engineering-Future steps | Both |
| 3 | Interim slide preparation* Interim slides to be prepared after report is completed
 | Both |
| 4 | Set-up of Sponsor meeting* To set up a sponsor meeting in 1st week of March to share findings
 | Both |

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| **No.** | **Tasks Allocated** | **By (date):** | **Action By:** |
| 1 | Minutes to shared | February 23 | Josh |
| 2 | Cleaning of borehole data  | February 23 | Josh |
| 3 | Explore visualisations on borehole data | February 25 | Friedemann |
| 4 | Interim report writing | February 26 | Both |