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| **Date:** | 13/05/2017 |
| **Time:** | 12:00pm |
| **Venue:**  | Li Ka Shing Project Room 3-2 |
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| **Attendees:** | Wang Shuwei, Tan Yong Siang Ivan, Teo Jin Yuan, Jeremy Lee  |
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| **Agenda:** | 1. Internal meeting update |

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|  | **Actionable** | **Who** | **Due Date** |
|  |  |  |  |

Agenda:

1. Scope -
	1. Revise scope & take into account doyen comments
	2. Break down into more detailed task for scheduling
	3. Risk management
2. Timeline - Jeremy
3. System architecture (refer to wiki) - Jin Yuan
4. Wire framing (refer to wiki) - Ivan
5. Team structure (in greater detail like their exact job scope, refer to wiki) - Jeremy

Things to do after meeting:

1. Compile deliverables for supervisor report (Jeremy)
	1. Scope, Timeline, System architecture , wireframing, Team structure
2. Creation of basic graphic assets for wiki (Ivan)
3. Additional wireframing (Ivan)

Questions to ask :

1. Saving data using relational database approach ( Refer to pic)
2. Uploading data & store data set

Add to scope:

Core :

Data Preprocessing Module(New) :

* Transformation of data
	+ Normalisation of data (Standard score)
	+ Aggregation of data
* Filling in missing value

Data source management:

* Display list of available data set (change “display data source”)

Data Classification Module, Data Clustering Module, Data Association Module

Add visualise results & output

Good to have:

Data Preprocessing Module (New)

* Data Reduction

Prepared by,

Jeremy Lee