|  |  |
| --- | --- |
| **Date:** | 23/08/2017 |
| **Time:** | 13:00pm |
| **Venue:**  | SMU Library Project Room 3-1 |
|  |  |
| **Attendees:** | Wang Shuwei, Tan Yong Siang Ivan, Teo Jin Yuan, Lyu Bowen, Jeremy Lee |
|  |  |
| **Agenda:** | 1. Internal meeting update |

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

**Lab 1 Preparation for release**

* Jeremy to prepare lab instructions & feedback

**Feedback questions**

* Can you complete Lab 1 with the system?
	1. Yes
	2. No , If no what are the issues you have faced?
* KDD Labs systems is easy to use.

Scale 1 -7

Additional comments:

* KDD Labs system is easier to use as compared to SAS EM.
	+ 1. Scale 1 -7
		2. Additional comments:
* How easy was it to perform the following functions:

Scale : 1-7

* Uploading and configuring dataset - (Scale 1 -7)
	+ Explain briefly why you provided this rating?
* Sampling a dataset - (Scale 1 -7)
	+ Explain briefly why you provided this rating?
* Basic visualisations (scatter plot, boxplot) - (Scale 1 -7)
	+ Explain briefly why you provided this rating?
* Generating summary statistics - (Scale 1 -7)
	+ Explain briefly why you provided this rating?
* Did you experience any technical issues with the system?
	+ 1. Yes
			1. If yes, please specify.
			2. No
* Please provide an overall feedback for the system

Prepared by,

Jeremy Lee