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| **Date:** | 04/07/2017 |
| **Time:** | 15:30pm |
| **Venue:**  | SIS Lvl 4 |
|  |  |
| **Attendees:** | Doyen, Wang Shuwei, Tan Yong Siang Ivan, Teo Jin Yuan, Lyu Bowen Jeremy Lee |
|  |  |
| **Agenda:** | 1. Sponsor Meeting Update |

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| --- | --- | --- | --- |
|  | **Actionable** | **Who** | **Due Date** |
| 1 | Change normalization backend & database design | Ivan |  |

**Transformation of data - Normalization**

* Normalization of data should change data and not append as additional data
* System should also allow user to select and normalize more than 1 column
* This is crucial as the database design structure and backend logic has to be changed and future functionalities that will be designed will be affected. (Dependency)
* Require rescheduling

**Sampling data**

* Sampling data is crucial and should allow users to take a percentage of the data set to be processed.
* Sampling data can be used at any stage and should be able to be applied to any data set.

**Graph Explore**

* Graphing should allow users to categories by color

**Miscellaneous**

* Sponsor to help with finding students for UAT 1 before system deployment to IS 424 students
* 2 lab session, user testing, before midterm, after midterm ( Mid Oct)
* Communicate more often through Whatsapp, and team can ask him questions over whatsapp immediately, do not need to wait till biweekly meeting.

Prepared by,

Wang Shuwei