

Nthabiseng Thema

February 16, 2025

1 General data analysis

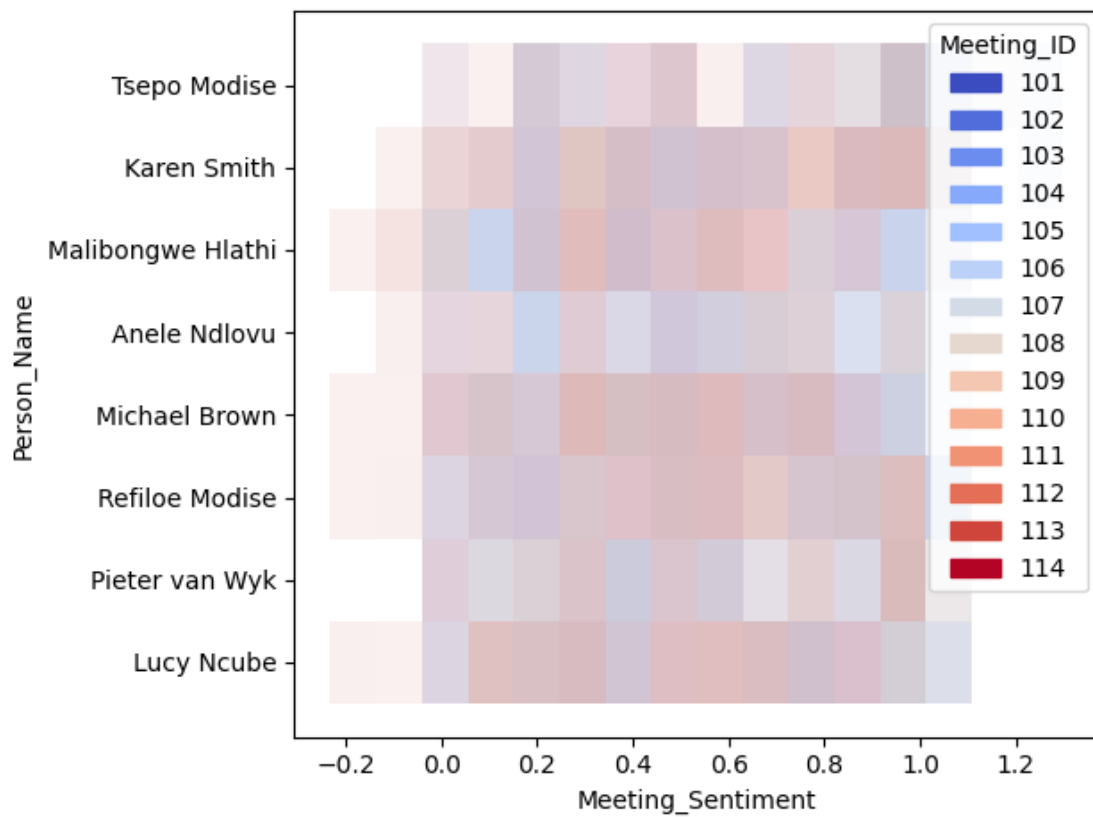
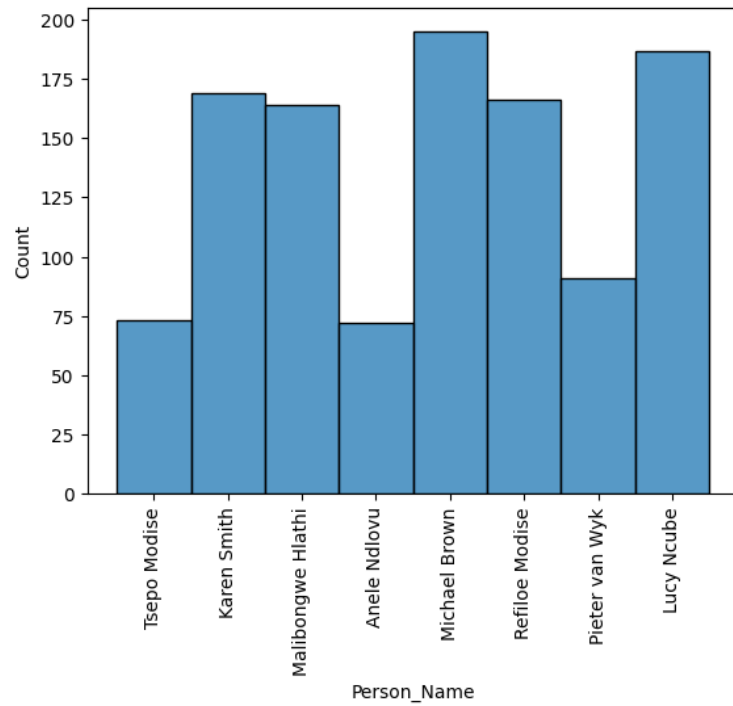
1. Calculate the average meeting sentiment for each “Person_Level” (staff, manager, executive).

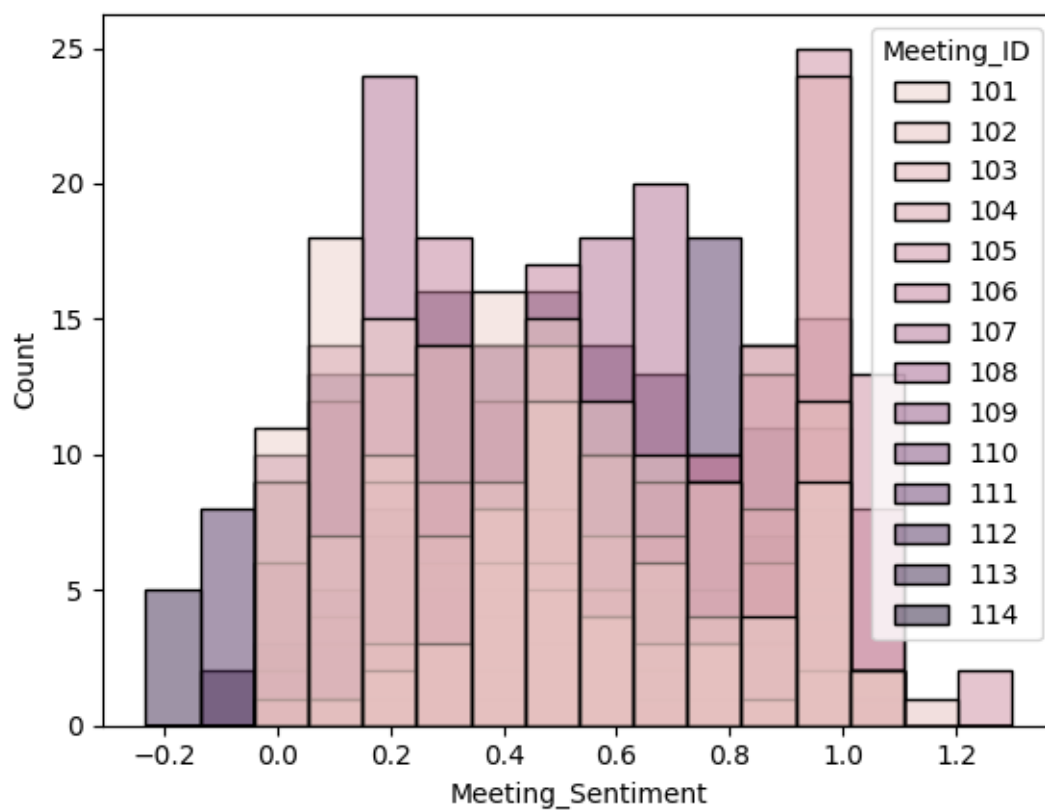
```
[582]: Person_Level
      Executive    0.620325
      Manager     0.487013
      Staff       0.510143
      Name: Meeting_Sentiment, dtype: float64
```

Are there any noticeable differences in sentiment among these groups? Yes! The Executive has a higher sentiment than the Manager and Staff. But the Manager has lower sentiment than the Staff. This could be due to the number of meetings that a manager has/ the number of managers there as compared to the staff. We can find that:

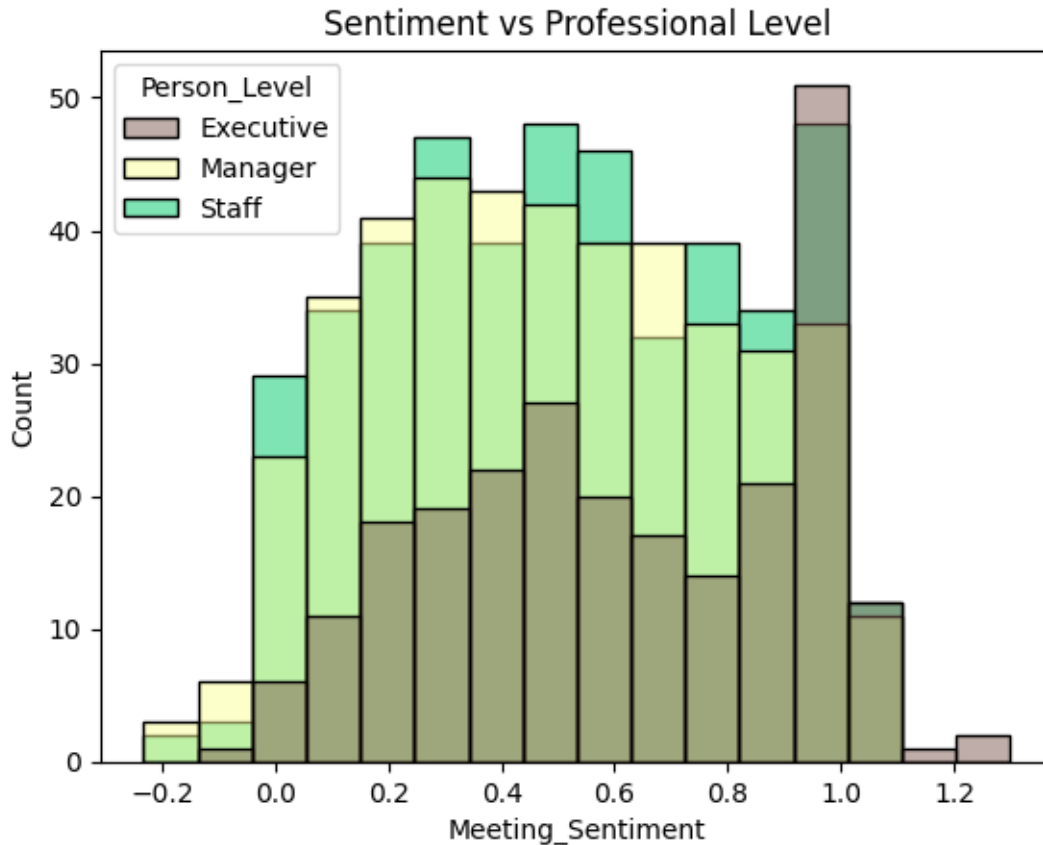
```
[584]: Person_Level
      Staff      452
      Manager    423
      Executive   242
      Name: count, dtype: int64
```

2. Which people are experiencing too many meetings and what meetings would you recommend they reduce?





3. Visualize the distribution of meeting sentiment scores using a histogram. Is there anything you can infer from the distribution?



The sentiment scores are mostly neutral, with a peak around 0.2-0.4

Executives have a more positive sentiment(1-1.3) possibly due to different engagement levels and experienced decision making

4. Compare the average “Meeting_Sentiment” for daily, weekly, fortnightly, and monthly meetings.

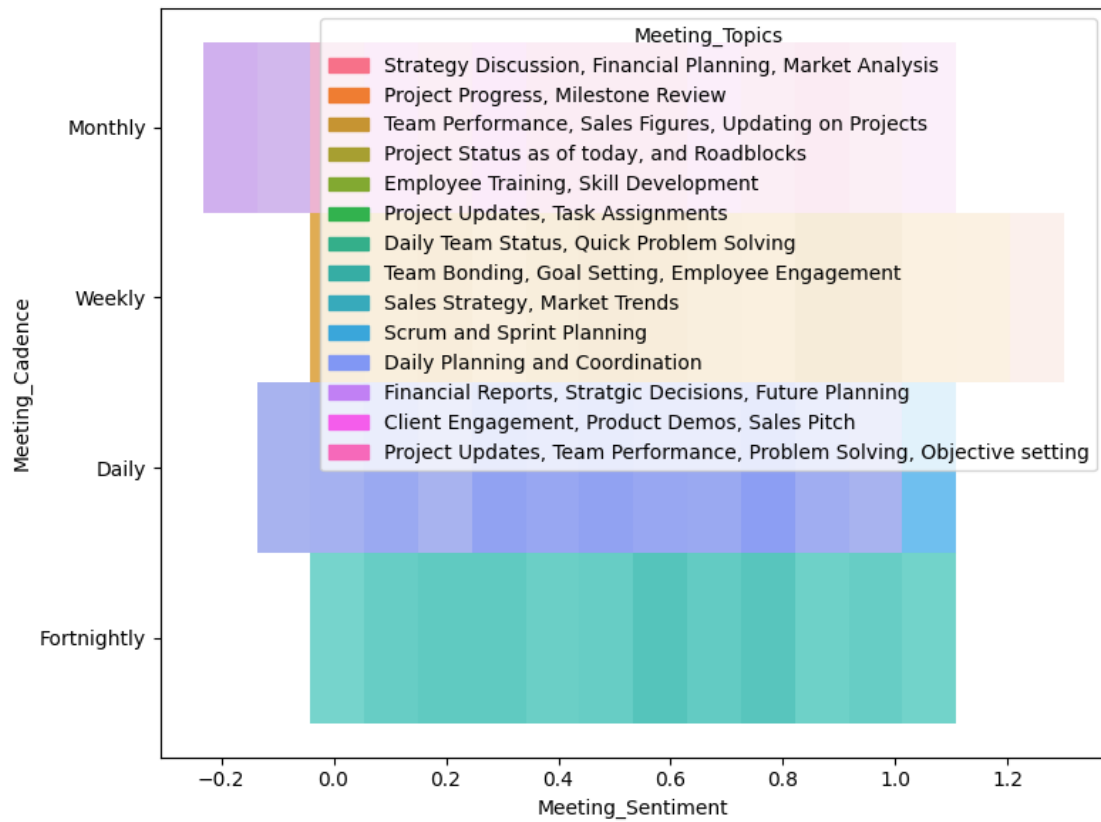
Are there any significant differences in sentiment across different cadences?

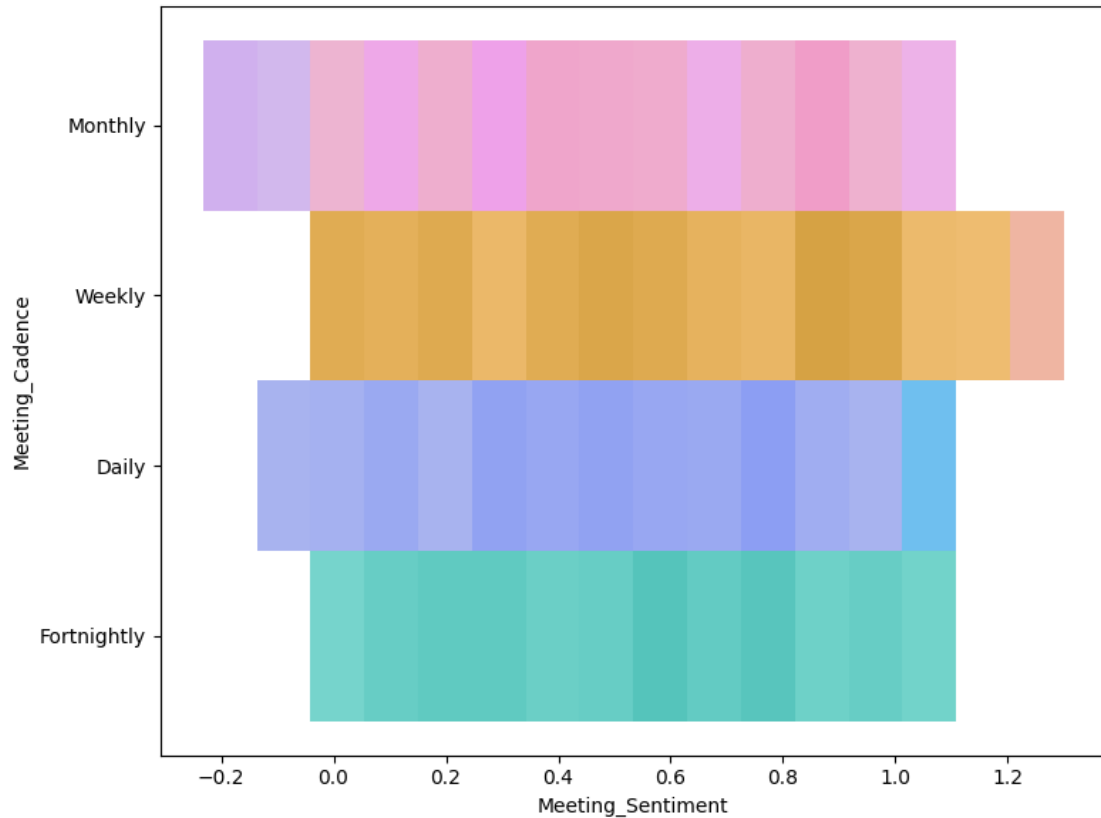
```
[606]: Meeting_Cadence
Daily          0.471909
Fortnightly    0.601488
Monthly        0.526964
Weekly         0.626473
Name: Meeting_Sentiment, dtype: float64
```

Daily meetings have the lowest sentiment which suggests they are less productive -> maybe due to repetitiveness -> reduce the frequency of daily meetings

Weekly meetings have the highest sentiment(0.626473) -> employees feel more positive

Fortnightly meetings also have a higher sentiment(0.601488)





2 TEXT ANALYSIS

1. How much time is spent in meetings relating to providing updates on projects?

The total time spent giving updates to project is : 804.75 hours

2. How many people are involved in planning and strategy meetings?

Number of people (unique meetings) involved in planning and strategy meetings: 9

People involved in planning and strategy meetings with their levels:

Tsepo Modise - Executive
 Karen Smith - Executive
 Malibongwe Hlathi - Manager
 Anele Ndlovu - Manager
 Michael Brown - Staff
 Refiloe Modise - Staff
 Pieter van Wyk - Staff
 Lucy Ncube - Manager

References:

- ChatGPT: I utilised ChatGPT when I got errors in the console and certain softwares I had to install to convert my notebook into latex. I also used it to simplify NLP and the import step by step process to carry out unstructured text.