8th Oct 2022

See Distribution

**MINUTES OF 02/2022 DATA ANALYTICS LAB (DAL) GROUP PROJECT MEETING HELD ON 08 OCT 2022**

**Present:**

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| Shi Chee Liang | Team Member |
| Bryant Philippe Lee | Team Member |
| Chen Yiman | Team Member |

**In Attendance:**

|  |  |
| --- | --- |
| Nil |  |

**Absent with Apologies:**

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| --- | --- |
| Nil |  |

|  | **ACTION BY** |  |
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| **OPENING** |  |  |
| 1. The meeting commenced at 1900 hrs over Microsoft Teams |  |  |
| **ITEM 1 – CONFIRMATION OF MINUTES** |  |  |
| 1. Follow Up item. The draft of the project proposal will be discussed. |  |  |
| **Item 2 – Confirmation of project proposal** |  |  |
| 1. This item sought to confirm the project proposal for the DAL group project. 2. Topic Confirmation. The topic selected was Data Science Nigeria Challenge #1: Loan Default Prediction. Respective members had done their review and read up of the topic. All agreed that the topic is feasible. 3. Update on respective progress. Team Member, Shi suggested for everybody to share on their progress for their respective portions of the report.    1. Project Definition. Team Member, Lee shared that He had completed the project definition section as allocated to him. He further added that this section is straight forward as it mainly follows the topic requirements as stipulated on the Zindi Website.    2. Data description. Team Member, Chen shared on what she had covered for data cleaning. She provided a basic description of the various files that were provided as datasets and proposed some ways which we could clean up the data.    3. Methodology. Team Member, Shi shared what he managed to find out through his research. He shared that loan default prediction requires a binary outcome and people commonly attempt to do the prediction with machine learning methods like Log Regression and/ or recursive partitioning. He conceded that he hasn’t read up on the details of how they worked but shared that these would be covered in the next two weeks of DAL lesson. 4. Scope of work. Team Member, Shi emphasised that the team also ought to agree on the scope of work that has been outlined in the proposal. In summary, all members should review the case study again and read up on the possible methods to employ. Team Member, Chen should be taking up the data cleaning. Team Member Lee and Shi would then focus on the Model building. Everybody would provide their own sections for the report for Team Member Shi to synergise while the poster is tentatively assigned to Team Member Lee and Chen. | All |  |
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| **Item 2 – agreement to pause the dal project discussions temporarily** |  |  |
| 1. Team member, Shi expressed that given the multiple immediate deadlines for assignments and tests from the rest of the modules, it would be more practical to focus on them first before reconvening again. The team concurred. 2. The team agreed to meet again on 21st Oct 22, after the submission of other assignments. The preliminary agenda for the next meeting would be to discuss on the approach to predict the loan defaults. |  |  |
| **CONCLUSION** |  |  |
| 1. With no other matters, the meeting concluded at 2015hrs. 2. The next meeting would convene on 21st Oct 22. |  |  |

Recorded by : Chen Yiman, Team Member

Distribution:

Shi Chee Liang, Team Member

Bryant Philippe Lee, Team Member

Chen Yiman, Team Member