25th Oct 2022

See Distribution

**MINUTES OF 03/2022 DATA ANALYTICS LAB (DAL) GROUP PROJECT MEETING HELD ON 25OCT 2022**

**Present:**

|  |  |
| --- | --- |
| 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 was deferred from the originally planned 21st Oct 22 due to schedule conflicts and commenced at 1000hrs on 25th Oct 22. |  |  |
| **ITEM 1 – CONFIRMATION OF MINUTES** |  |  |
| 1. Follow Up item. The aim of the meeting is to reconfirm the tasks allocations and decide how to move ahead with the group assignment up till final submission and poster day |  |  |
| **Item 2 – Confirmation of propject proposal** |  |  |
| 1. This item sought to reconfirm the previous task allocation after the members had followed up on the respective areas that they were supposed to work on. 2. Query on merging of data. Team Member, Lee shared that he had also done some data cleaning and had some queries on who the data should be merged, especially with regards to how to merge the test data and train data. 3. Shift of focus. Team member, Shi that he is now confident on the approaches to take for the topic and highlighted that as opposed to what the team previously thought, the toughest part of this assignment will more likely be on the data cleaning and wrangling rather than choosing and applying the methods. He suggested for the team to pay more attention and spend more time on this stage instead. 4. Low probability results. Team Member, Chen concurred and shared that she had also tried to run the data through some methods, but the probability results were very bad. 5. Realignment of tasks. Team Member, Shi suggested that all members should try to do data cleaning and apply the methods to see if we can come up with something new or converge on a consensus. He further added that the scope of the project was not very big and hence would be less efficient to attempt to split it even smaller for the sake of defining roles and tasks. The team concurred. Team Member, Lee offered to take on most of the report editing as he expressed confidence in his command of English, while Team Member, Chen volunteered to take on the poster design as she has had experience designing materials in her previous work. Team Member, Shi would focus on running the analysis together with Team Member, Chen. The team agreed on the new alignment of tasks. |  |  |
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| **Item 2 – agreement to pause the dal project discussions temporarily** |  |  |
| 1. The Team agreed to take another pause for the DAL project in favour of another assignment that would be due the following week as well as to prepare for exams two weeks later. 2. The team also agreed to meet again on 9th Nov after the exams | All |  |
| **CONCLUSION** |  |  |
| 1. With no other matters, the meeting concluded at 1230hrs. 2. The next meeting would convene on 21st Oct 22. |  |  |

Recorded by : Bryant Philippe Lee, Team Member

Distribution:

Shi Chee Liang, Team Member

Bryant Philippe Lee, Team Member

Chen Yiman, Team Member