| Meeting Minutes |
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| Date: | 23 July 2023 |
| Time:  Attendees:  **Location:**  Room no: G17, Law Library, UNSW | 13:00 – 23:30  Manav Abichandani, Qingyang Zhang, Vaishnav Gadia |

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| No | Item |
| 1. | Notes of last meeting: The previous meeting focused on efficient data cleaning methods to deploy on internal and external data sets and division of work. The team also set due dates as 18 July 2023, however owing to other personal commitments of team members, the due date was reset to 22 July 2023, which was duly met. |
| 2. | Action Items:   1. Plan to conduct data analysis using SQL and SAS EG on the cleaned data. 2. Understanding potential syntax queries the team could capitalize on 3. Defining measures of success |
| 3. | Review of team roles: Data Analysis using SQL Queries to be performed by Vaishnav Gadia. Visualizations to be completed by Manav Abichandani and Qingyang Zhang A tentative plan to use Power BI as an external tool for one of the visualization outputs. |
| 4. | Update on work completed to date: Data cleaning process complete. Minor errors identified and revisions performed. |
| 5. | Any other business: Setting the next deadline to complete data analysis by 25 July 2023. |