**Assignment 3 Action Plan!!!**

Decisions from meeting:

* Scrap the LGA Health data as we already have enough content and have addressed all the minimum requirements.
* Meg is waiting to hear from Anil on how strictly we have to abide by the template given to us in terms of the ordering of things.
* Understand Section: We need to restict the amount of output from this section as we have a beautiful 91 pages of output.
* Keep SA1 as a numeric variable rather than character as this potentially makes it easier to manipulate. We can just have a comment indicating that we know it’s categorical.
* Keep calculated proportions in the outlier section as it will take a lot of extra work to calculate them in the Tidy I chunk.

Action Items:

|  |  |  |
| --- | --- | --- |
| **What** | **Section** | **Who** |
| Executive summary – after everything else is finalised | Executive Summary | Meg (Sam and Verity to check when finished and give final approval) |
| Take out health data from code | All chunks | Meg |
| Understand section – need to decide which ones to keep and which ones to exclude or hide | Understand | Sam? You didn’t volunteer for this but if you’re happy to do it, go for it. |
| Include a note about making SA1 a numeric variable rather than a character in the Data section | Data | Verity |
| Fix up comments on Tidy I section | Tidy 1 | Meg |
| Scan for special values using histogram/is.infinite/is.nan | Scan 1 | Verity |
| Include comment on going back and checking source data to see if NAs resulted from importing | Scan 1 | Verity |
| Comments about scanning and windsorising outliers | Scan 2 | Sam |
| Data links embedding | Data | Verity |
| Pretty colours and general style | All chunks | Verity |
| Notes on ABS data sets | Data | Verity |
| RPubs – what do we have to do | All chunks | Everyone have a look |
| Convert to PDF | All chunks | ??? |
| Final check over to see we’ve addressed everything/proof-reading | All chunks | Everyone |
| Submit PDF | All chunks | Everyone |