



meeting-summary

@Amar Babuta created this channel on April 9th. This is the very beginning of the **meeting-summary** channel. Description: Client meeting summary (edit)

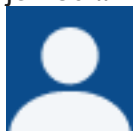
Add an app Add people

Thursday, April 9th



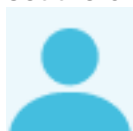
Amar Babuta 11:34 AM

joined #meeting-summary.



Amar Babuta 11:34 AM

set the channel description: Client meeting summary



Zhaoying Chen 11:34 AM

was added to #meeting-summary by Amar Babuta, along with 3 others.

Wednesday, April 15th



Zhaoying Chen 5:04 PM

@channel here is today meeting summaryProject: Admission timestamps

Group name: G22

Date: April 15, 2020

Time:4:00-4:45 P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Dataset Discussion

Point1: Fully understand the meaning of data description

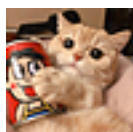
Point2: Identify and select which variables are important to do later analysis

Point3: Require data preprocessing based on the requirements(University Departments or Courses)

Point4: Need to change some columns'data format later

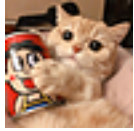


Monday, April 20th



Yannan Gao 3:08 PM

joined #meeting-summary.



Yannan Gao 3:17 PM

@channel here is today meeting summaryProject: Admission timestamps

Group name: G22

Date: April 20 , 2020

Time: 2 : 15--2 : 30 P.M.

Location: MelbournePresent at the meeting(via zoom): Milad Chenaghlou(supervisor), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Following up project progress

Point1: We need to read papers from now on, and reading 7-10 papers is better. Everyone needs to find and read at least 3 papers, and write a short summary.



Wednesday, April 29th



Amar Babuta 11:34 AM

@channel here is our second meeting summary with the clientProject: Admission timestamps

Group name: G22

Date: April 27 , 2020

Time: 2:30-3:30 P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group Member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Follow up on the dataset received for the project.

Point 1: Discussion of the codes in the dataset with full description and what all variables the client considers as important for the enrollment process.

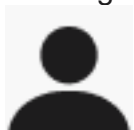
Point 2: Before the next meeting we need to find relationship amongst the variables so try to use some tool which will help us in finding which variables are important that can improve the turnaround times and maybe build some graph to figure out a relationship amongst variables.

Thursday, April 30th



Amar Babuta 5:41 PM

Meeting if 94118008689



Wanqi Geng 6:08 PM

@channel here is the meeting summay

Project: Admission timestamps

Group name: G22

Date: April 30 , 2020

Time: 5:00-6:00P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group Member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item :

Point 1: Discussion the summary of related literatures, and Zhaoying will write this part of our report. After Zhaoying completed, rest of us will do the peer reviews for Zhaoying.

Point 2: Discussion the preprocessing skills (EDA/ contingency table/ Cluster analysis) and tools(SPSS/ R studios). Amar, Wanqi and Yannan will do the preprocessing work.

Point 3: Updating and discussing the preprocessing work on slack. Reporting achievements at the next meeting.

Sunday, May 10th



Zhaoying Chen 4:23 PM

@channel here is today meeting summary

Project: Admission timestamps

Group name: G22

Date: May 10,2020

Time: 3:00-3:30P.M.

Location: MelbournePresent at the meeting(via zoom): Milad Chenaghlou(supervisor), Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Presentation preparation

Point1: For our task, the order of completion should be: related literature, data, method, introduction.

Point2: Build a dictionary that used to show attributes meaning.

Point3: For the presentation, we could focus on:

- * What is the significance of the dataset?Talk about the problem and show its impact to the clients.

- * How to build model.

- * Data analysis (showed as graphs/histograms)

- * Explain what methods used in prediction model or statistical model.

Point 4: Suggest to do classification and data preprocessing first.

Point 5: Prepare presentation slides in advance.

Friday, May 15th



Yannan Gao 5:51 PM

Project: Admission timestamps

Group name: G22

Date: May 15,2020

Time: 5:00-5:45P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Data preprocessing

Wanki showed the relationship between the variables and the offer_released outcome that she studied, and proposed how we should deal with the problem of missing value. And others will deal with the workflow part.

Saturday, May 23rd



Amar Babuta 11:53 PM

Project: Admission timestamps

Group name: G22

Date: May 22,2020

Time: 8:30-9:40P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member)Agenda item : Data exploration results

1. Wanqi showed data exploration results with statistics and graph for the PG data.
2. Amar is calculating the process time for UG data while yannan is calculating time for PG data.
3. Wanqi showed how to deal with categorical data for applying models. So, Amar will be looking to find some models that we can apply for initial analysis
4. Zhaoying have to complete the related work asap
5. For presentation wanqi and yannan will be working on data, Zhaoying will be working on introduction and related work and Amar will be working on Methods and concluding the presentation with future work.

Wednesday, May 27th



Wanqi Geng 4:53 PM

Project: Admission timestamps

Group name: G22

Date: May 27,2020

Time: 4:00-5:00P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member) , Milad Chenaghlou(Supervisor)Agenda item : Presentation Slides Review1.

Nice try, good job.

2. Preparing to do the mock presentation tomorrow morning, and finish recording tomorrow.

Thursday, May 28th



Zhaoying Chen 6:47 PM

Project: Admission timestamps

Group name: G22

Date: May 28,2020

Time: 3:15-4:45P.M.

5:30-6:20P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member) , Milad Chenaghlou(Supervisor)Agenda item : Presentation Practice1.Group

presentation practice looks great

2.Presentation video recording has finished (edited)

Friday, August 7th



Amar Babuta 1:49 PM

Project: Admission timestamps

Group name: G22

Date: July 29,2020

Time: 2:00-3:00P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member) , William Khammy(Client), Rosie Murray(Client), Andrew

Barrow(Client)Agenda item : Presentation of the work done in sem 1 and explaining and asking suggestions of what needs to be done in sem 21.Explaining analysis done so far and what will be done in coming semester

2.Client suggested to work on subset of the data to do predictive analysis and asked to find key blockages.

1:52

3. For next meeting we need to do some work on these four ques:

1:53

- What is the average number of workflows (process steps) per segment?
- How many applications/cases go through 10, 11, 12 etc workflow/process steps and what is the average and median processing times for cases that go through 10, 11, 12 steps?
- What is the processing time for each segment and what are the average and median processing times for each workflow?
- What modelling can you apply to each segment and what does it tell us?

By looking at three segments of data:

1:53

Segment 1:

AVAIL_ORG_UNIT_NM = Engineering

DEGREETYPE = Full Degree

BROAD_COURSE_LEVEL = HDCW

LIABILITY_CATEGORY_CD_RECODE = OF = Overseas FeeSegment 2:

AVAIL_ORG_UNIT_NM = Engineering

DEGREETYPE = Full Degree

BROAD_COURSE_LEVEL = HDCW

LIABILITY_CATEGORY_CD_RECODE = AS = Australian SubsidisedSegment 3:

AVAIL_ORG_UNIT_NM = Engineering

DEGREETYPE = Full Degree

BROAD_COURSE_LEVEL = HDCW

LIABILITY_CATEGORY_CD_RECODE = AF = Australian Fee



Zhaoying Chen 2:03 PM

Project: Admission timestamps

Group name: G22

Date: August 7,2020

Time: 1:00-1:30P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member) , Milad Chenaghlou(Supervisor)Agenda item:

- 1.Methods like 3 sigma rule for dealings with outliers
- 2.Categorical model might suitable for binary outcomes
- 3.Try more models like neural networks for data analysis

Friday, August 14th



Amar Babuta 1:36 PM

Project: Admission timestamps

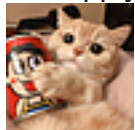
Group name: G22

Date: August 12,2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), William Khammy(Client), Rosie Murray(Client), Andrew Barrow(Client)Agenda item:

1. Shown Results from the last meeting including process time calculation and models applied to predict release of student offer letter
- 2.Further calculation on segment 1 data to find process time of workflow and then try and apply models.



Yannan Gao 3:12 PM

Project: Admission timestamps

Group name: G22

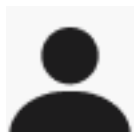
Date: August 14, 2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Milad Chenaghlou(Supervisor)Agenda item:

1. Report the current progress to Milad.
1. Discuss the meaning of each column in the four tables, sum up the puzzle.
2. Determine two questions for the next meeting with client. First, when will the four tables be completed? Second, what do clients expect from us this semester.

Saturday, August 29th



Wanqi Geng 11:03 AM

Project: Admission timestamps

Group name: G22

Date: August 28, 2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Milad Chenaghlou(Supervisor)Agenda item:

1. Report the current progress to Milad.
2. Confirm three main problems/goals with our clients.
3. Make sure to meet with our clients every two weeks.
4. All work should be completed before the end of week eight, and presentation and report will be start.

Monday, September 7th



Amar Babuta 2:41 PM

Project: Admission timestamps

Group name: G22

Date: September 7, 2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member) , Wanqi Geng(Group member)Agenda item:

1. Try to do model prediction before the meeting if not then try to do by end of week 8.
2. Try to do visualisation by week 8.
3. Make sure to meet with our clients every two weeks.
4. Find the series of workflows from the table that are causing delay (edited)

Friday, September 11th



Amar Babuta 2:01 PM

Project: Admission timestamps

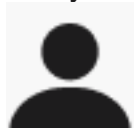
Group name: G22

Date: September 7, 2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member), William Khammy (Client), Rosie Murray(Client)Agenda item:

1. Presented results of the work asked.
2. Model Prediction still needs to be implemented.
3. Try to complete model prediction before next meeting. (edited)



Wanqi Geng 4:07 PM

Project: Admission timestamps

Group name: G22

Date: Sep 11, 2020

Time: 2:00-2:30P.M.

Location: MelbournePresent at the meeting(via zoom): Amar Babuta(Group member), Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Milad Chenaghlou(Supervisor)Agenda item:

1. Report the current progress to Milad.
2. Yannan and Amar and Zhaoying will work on the table for model predictions.

Tuesday, September 15th



Amar Babuta 1:43 PM

Project: Admission timestamps

Group name: G22

Date: September 7, 2020

Time: 2:00-2:30P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member), Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member), William Khammy (Client) Agenda item:

1. Try to prove the hypothesis that applications that take longer are likely to be unsuccessful
2. Try to find the most common workflows occurring in each workflow segment for all segments i.e.(AF,AS,OF) with their time duration so that the client can analyse it.
3. Report or presentation for the work done throughout the project and insights u got from the results.(by Week 11).

Friday, September 18th



Zhaoying Chen 4:24 PM

Project: Admission timestamps

Group name: G22

Date: September 18, 2020

Time: 3:30-4:00P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member), Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member) Task allocation:

1. Amar and Yannan are responsible for proving the hypothesis that applications that take longer are likely to be unsuccessful
2. Zhaoying and Wenqi find the most common workflows occurring in each workflow segment for all segments i.e.(AF,AS,OF) with time duration.

Thursday, September 24th



Yannan Gao 6:04 PM

Project: Admission timestamps

Group name: G22

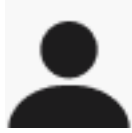
Date: September 24 , 2020

Time: 5:00-6:00P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member), Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member) Task allocation:

We showed what had been done and suggested improvements

Friday, September 25th



Wanqi Geng 2:42 PM

Project: Admission timestamps

Group name: G22

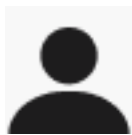
Date: Sep 25, 2020

Time: 2:00-2:30P.M.

Location: Melbourne Present at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Milad Chenaghlou(Supervisor), Amar Babuta(Group member) Agenda item:

1. try to apply the two sample t-test. 2. Complete all the work in the next work and start to work on report and presentation. (edited)

Monday, October 5th



Wanqi Geng 5:02 PM

Project: Admission timestamps

Group name: G22

Date: Oct 5, 2020

Time: 3:30-4:40P.M.

Location: Melbourne Present at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Amar Babuta(Group member) Agenda item:

1. Each group member take four organisation units to fill the table, create decision tree and do the analyse for the feature importance. Wanqi (1-4), Amar (5-8), Yannan (9-12), Zhaoying (13-16[15&16 are same unit]). 2. Group meeting on this Friday. 3. Asking client to have a meeting next Tuesday at the same time as usual. (edited)

Tuesday, October 13th



Zhaoying Chen 8:51 PM

Project: Admission timestamps

Group name: G22

Date: October 13, 2020

Time: 2:00-2:30P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member), Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member), William Khammy (Client), Rosie Murray(Client) Agenda item:

1. To show the decision tree analysis about finding optimal workflow sequence.
2. Suggest to make a comparison between two or three departments with decision tree analysis.
3. Prepare the presentation in next client meeting.



Zhaoying Chen 9:15 PM

Project: Admission timestamps

Group name: G22

Date: October 13, 2020

Time: 2:30-3:00 P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member)Agenda item:

1. According decision tree analysis, each group member choose one department to do some comparisons before this Thursday.

Wanqi (1-4),

Amar (5-8),

Yannan (9-12),

Zhaoying (13-16[15&16 are same unit])

2. By the end of the week, each group member write the decision tree analysis for each of the 4 departments.

3. Prepare a presentation before next meeting.

Thursday, October 15th



Yannan Gao 3:33 PM

Project: Admission timestamps

Group name: G22

Date: October 15 , 2020

Time: 2:30-3:20P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member)Agenda item:

1. Division of tasks for presentation (Yannan will work on the Introduction and the Conclusion part , zhaoying will work on the related literature part , Wanki will work on the table analysis part and Amar will work on the model part)

1. Finish the presentation before next meeting.



Amar Babuta 3:41 PM

Project: Admission timestamps

Group name: G22

Date: October 13, 2020

Time: 2:30-3:00 P.M.

Location: Melbourne Present at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member)Agenda item:

1. Work on engineering department to do thorough analysis for presentation.

2. Work on the presentation that follows report structure with intro, literature review, eda ,modelling and results.

3. Mention the use cases of the models for your problem and explain the models.

4. In conclusion part, mention about how above results meet the requirements also mention about anything extra u added to the analysis.

Wednesday, October 21st



Wanqi Geng 1:47 PM

Project: Admission timestamps

Group name: G22

Date: October 20, 2020

Time: 2:00-3:00 P.M.

Location: MelbournePresent at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member), William(client), Roise(client)Agenda item:

1.Showing the slides and explain the table graph in detail.

1:49

Project: Admission timestamps

Group name: G22

Date: October 20, 2020

Time: 10:00-11:00 P.M.

Location: MelbournePresent at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member)Agenda item:

1.Practicing the group presentation.



Amar Babuta 1:57 PM

Project: Admission timestamps

Group name: G22

Date: October 20, 2020

Time: 2:00-3:00 P.M.

Location: MelbournePresent at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member), William(client), Roise(client)Agenda item:

1.Showing the slides and explain the table graph in detail.

[1:49 PM] Project: Admission timestamps

Group name: G22

Date: October 21, 2020

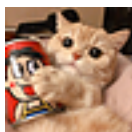
Time: 1:00-1:40 P.M.

Location: MelbournePresent at the meeting(via zoom): Yannan GAO(Group member),Zhaoying Chen(Group member), Wanqi Geng(Group member) , Amar Babuta(Group member)Agenda item:

1.Recorded the group presentation and reviewed.(17 mins)

2. Sent the copy of presentation along with video to client (edited)

Sunday, November 1st



Yannan Gao 7:48 PM

Project: Admission timestamps

Group name: G22

Date: Oct 30 , 2020

Time: 1:30-2:00 pm

Location: Melbourne Present at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Milad Chenaghlou(Supervisor), Amar Babuta(Group member) Agenda item: The last regular meeting, and some notes for writing report were put forward.

7:51

Project: Admission timestamps

Group name: G22

Date: Nov 1, 2020

Time: 4:00 -5:00 pm

Location: Melbourne Present at the meeting(via zoom): Zhaoying Chen(Group member), Yannan GAO(Group member), Wanqi Geng(Group member), Amar Babuta(Group member) Agenda item: Divide the tasks for the final report.