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| **Assignment 2**  **Meeting Minutes** | |
| Date | 18 September 2017 |

**Present**:

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| Alan Shen | X | Girishkumar Dhotarkar | X | Nagib Shah | X |
| Qiushi (Rachel) Zhang | X | Xinan (Langley) Ma | X | Young Choi | X |

**Minutes**

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| **Agenda** | * Discuss Drafted Design and Visualisation * Finalise Approach for Design and visualisation |
| **Outcome** | * **Discussion:**  1. Discussed Following are few design and visualisation  * Best Time to Fly - Wheel Lay-Out By Nagib * Worst Performing Airport – Heat Map by Alan * Airline On time Performance – Young  1. Next meeting time    * 21 Sep 2017 (Mon) at 9:00 pm |
| **Actions** | * Generate visualisation for each of questions along with analysis technique and visualisation lay-out   + Nagib   + Girishkumar   + Langley   + Rachel   + Alan   + Young * finalise best design and visualisation out of all – Whole team by discussion |
| **Conclusion(s)** | We are ahead of game, Keep Momentum same. |