

GROUP 15



MEETING MINUTES

Date: 26th August, 2025
Next meeting: 31st August, 2025
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

Today's meeting is for introduction of the group members to one another, analyzing the assignment instructions and beginning search for the dataset for the assignment.

II. DISCUSSION

- The group members introduced themselves to one another and spoke a little about themselves and their backgrounds.
- The group discussed the assignment instructions carefully to get a full understanding of the requirements and the rubrics. Each member listed their strength and proficiency in the software involved (PowerBI and R), so that the visualization tasks can be accordingly allocated.
- The group members discussed possible dataset sources and decided to use Kaggle due to its fame.
- The group members targeted finding a dataset over the next few days. They decided to stay in touch on WhatsApp and use it to communicate on the potential datasets for the assignment.
- The group members noted down the times at which they are free over the week, so that it is easier to set up future meetings.

III. TO DO BEFORE NEXT MEETING

All group members to find potential datasets and finalize the best one over WhatsApp communication, so that in the next meeting the selected dataset can be analyzed.

GROUP 15



MEETING MINUTES

Date: 31st August, 2025
Next meeting: 1st September, 2025
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

The group has finalized the Global Terrorism Dataset over the past few days. Current meeting is for deep diving into the rows, columns and the type of data it contains.

II. DISCUSSION

- The group members discussed the sensitivity of the topic of terrorism and decided to mail Professor Houying Zhu for her opinion on whether this topic is feasible for the project.
- While the group awaits Professor's response, they have decided to continue analyzing the dataset due to time constraints. The dataset was noted to be quite complex, with several rows and column values missing. The group saw the Kaggle page carefully, which contained description of the dataset attributes, to understand the significance of the missing and available data.
- After a detailed and fruitful discussion, the group is now very familiar with the dataset at hand and has decided to wait for professor's reply till tomorrow, following which they shall proceed to clean up the data in Microsoft Excel itself.

III. TO DO BEFORE NEXT MEETING

Await Professor Zhu's response, before beginning the data pre-processing.

GROUP 15



MEETING MINUTES

Date:	1 st September, 2025	Present:	Hussain Jhanjharya
Next meeting:	3 rd September, 2025		Pradyot Jain
Location:	1 CC, Macquarie University (North Ryde Campus)		Niketh Nair
			Tarun Tadela

I. AGENDA

Professor Zhu has confirmed that it is fine to proceed with the current dataset and topic. The agenda here is to complete the data pre-processing before visualizing the data can begin.

II. DISCUSSION

- The group noted that there were multiple instances of the same attack, due to slight variations in the location of each attack component. The group decided not to change that, as it was important information, and such structure resonated throughout the dataset for each attack.
- After thorough discussion, the group eliminated several null columns and columns that were not critical to our analysis. Out of 135 columns, ~100 columns were eliminated. Certain 'day' values were replaced with 1. No outliers on kills and wounded attributes were removed, as the group believed this was critical information. Other small changes were made as part of the cleaning process.
- The group has uploaded the clean dataset on WhatsApp group. An online excel file has been created where the group members can list down the potential visualization topics that shall form the project.

III. TO DO BEFORE NEXT MEETING

Every group member must review each of the remaining columns of the clean dataset and decide which information and insights can be used for the project task. The topics they come up with must be uploaded on the online excel file, so that the work can then be bifurcated.

GROUP 15



MEETING MINUTES

Date: 3rd September, 2025
Next meeting: 6th September, 2025
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

The group is to discuss the sub-topics of the project and decide on the distribution of the work.

II. DISCUSSION

- Over the past couple of days, the group has noted several good sub-topics and dashboard ideas for the project, such as trends in the attacks, target types, attack types, etc.
- The group members divided each topic based on the preferred software that would yield better visualizations for them. Following this, the topics were then divided among the members, so that they could research and come up with the initial visualizations and insights on their part.
- Pradyot Jain highlighted the importance of constant and regular communication over these next few days. Any roadblocks faced by a member were to be immediately raised on WhatsApp, following which other members would host emergency meetings to discuss how to solve the roadblock.

III. TO DO BEFORE NEXT MEETING

Group members to come up with suitable visualizations on R/PowerBI on their selected sub-topics/areas of focus. Group members to also frequently communicate their progress status or roadblocks on WhatsApp to maintain flow and keep true to the deadline of the project.

GROUP 15



MEETING MINUTES

Date: 6th September, 2025
Next meeting: TBD
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

The agenda of this meeting is to observe the progress of each group member in the process of visualizing the data on their sub-topics. Group members also have doubts about how they can visualize certain aspects of their topic.

II. DISCUSSION

- The group members had a look at one another's work so far and were pleased with the visualizations at hand.
- There were queries from Niketh on how best to visualize the fatalities over a world map, while Tarun needed some feedback on the stacked bar charts he created in Power BI. Pradyot suggested going with a subtle heatmap in R to Niketh. Hussain needed feedback on his work and asked for suggestions on how best the terrorist organization activities can be visualized. The group collectively decided to use a stacked layered area chart for this.
- Pradyot needed feedback on his visualizations on the seasonal trends in attacks.
- The group was overall satisfied with their progress. Certain minor comments on axes labels, color templates of the visualizations, etc. were noted, that are to be addressed before the next meeting.

III. TO DO BEFORE NEXT MEETING

Group members to address the comments on their respective works and reconvene to share the results.

GROUP 15



MEETING MINUTES

Date: 8th September, 2025
Next meeting: 10th September, 2025
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

The agenda of this meeting is to review the visualization and check if the comments were addressed accurately, and whether any other changes in the visualizations are needed. If not, the group shall proceed to combine their work into consolidated R and Power BI files for the project.

II. DISCUSSION

- The group members communicated on WhatsApp and noted that everyone was ready with their visualizations.
- The noted comments were sufficiently addressed, and the group proceeded to sync all code and visualizations into consolidated files.
- The final files were saved and shared over WhatsApp.
- Pradyot shared Canva link for working on the PowerPoint slides for the presentation of the visualizations.

III. TO DO BEFORE NEXT MEETING

Group members to make slides on the Canva link for each of their visualizations and mention the insights and key recommendations within the slides, for the presentation.

GROUP 15



MEETING MINUTES

Date: 10th September, 2025
Next meeting: 11th September, 2025
Location: Online (Google Meet)

Present: Hussain Jhanjharya
Pradyot Jain
Niketh Nair
Tarun Tadela

I. AGENDA

The agenda of this meeting is finalizing the slides for the presentation, reviewing and critiquing the work done on the slides so far.

II. DISCUSSION

- The group members had a quick rundown of the current presentation.
- Most visualizations, insights and recommendations fit well in the presentation. Pradyot and Hussain decided to make the formatting changes. Hussain suggested adding consolidated slides for key insights and recommendations, which were then incorporated.
- Final changes related to formatting, slide colors and page numbering were made.

III. TO DO BEFORE NEXT MEETING

Group to thoroughly go through the slides and practice their parts for speaking. Group to record the presentation for submission in next meeting and have a trial run before it.

GROUP 15



MEETING MINUTES

Date: 11th September, 2025

Next meeting: Not Applicable

Location: Online (Zoom Meet)

Present: Hussain Jhanjharya

Pradyot Jain

Niketh Nair

Tarun Tadela

I. AGENDA

The agenda of this meeting is to perform a trial presentation, observe any pitfalls and record the final presentation for submission.

II. DISCUSSION

- The group members had 2 trial runs of the presentation and noted they took about 16 minutes to complete it.
- The group decided to shorten their explanations a bit to keep the run-time of the presentation to the recommended limitation of approx. 15 minutes.
- The group had a successful recording of the presentation which took about close to 16 minutes. The group was satisfied with the outcome of the call.

III. TO DO BEFORE NEXT MEETING

Pradyot to submit all the project file on ilearn by on 11th September, after the call.