

# Meeting minutes

**Date and Time :** 13/3 3:00PM ~ 6:05PM

**Attend:** All members in Baillieu Library (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

## **Agenda:**

1. Organize each other's time and schedule regular meetings.
2. Get to know and discuss the content of our topic 'global learning trends'.
3. Get information about the host. Have a preliminary understanding of the system.
4. Contact the supervisor to make an appointment for the first meeting.
5. Set the meeting time with the supervisor and book the project room.

**Task for this week:** get contact with the supervisor and prepare for next meeting

**Next meeting:** Plan for Wednesday(15/3)

## **Meeting minutes**

**Time :** 14/3 5:15PM ~ 6:00PM

**Attend:** All members in Baillieu Library (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

### **Agenda:**

1. Complete the Question sheet for our supervisor.
2. Brainstorm for the possible data type and outline the basic approach that might be taken.
3. Confirm our meeting time again and send a quick reminder about the location and time of the meeting tomorrow.
4. Simple research based on our project topic

**Plan for this week:** After the meeting with the supervisor, we will arrange the meeting with our host and prepare the Q&A related to our project.

**Next meeting:** Wednesday (15/03) 9.00-11.00

## **Agenda for Wednesday meeting Group 16**

### **Introduction:**

Each of us will do a brief introduction of ourselves

### **Discussing the project:**

We will then go through the project requirements with you.

### **Meeting time option:**

Mon 2:30pm - 6.00pm

Wed 9.00am-11 am

Friday 1.00pm-6.30pm

Our regular meeting duration will be around 40 mins

### **Q&A**

Are there other requirements from the uni side that require us to do?

- Academic requirements ?
- How many models
- How much accuracy should be achieved ?
- What is functional for the dashboard?
- What to include in the report?

Is the Terra Dotta system from Unimelb? (Ask the Host maybe)

How far do we need to achieve at the end of this semester?

What do we need to present in the presentation?

## **Meeting Minutes**

**Time :** 15/3 9:00AM ~ 11:30AM

**Attend:** All members in Baillieu Library (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan and Dr T.K (supervisor))

### **Main content:**

- Project presentation about 10 minutes
- Ensure efficient communication with clients (avoid on the wrong track)
- System is from the University of Melbourne, however treated as an external client please.
- In the first semester of 2023, the aim is to finish the pre-processing of the dataset (including understand data, washing data, feature engineering, determine the data that will be used in the modeling later and have them completely ready)
- Build model is not required for S1, still suggested to fit a linear model or some simple model.
- dashboard is not a necessity in S1. building a simple dashboard framework remains the ideal project process.
- Set up Microsoft teams as our communication medium.

### **Plan for this week :**

1. Get in touch with the host and send out the meeting invitation.
2. Confirm the location and time of meeting with the supervisor and the Host (Linda and Rust).
3. Finish the Question sheet for our host.
4. Write an agenda

**Next Meeting:** Monday 3.00pm-5.00pm

## Q&A with Host:

1. When could we get the data? they provide us? from CRM
2. Where can we get the data from( where to download)? Are we expected to get extra data except the given ones?

country, uni, major

3. Any specific aim or goal we are targeting ? Exchange preferences
4. Focus on machine learning or Data analysis ( SQL ...) ? If machine learning( model) , How much accuracy should be achieved ?
  - a. DA: conclude perious year
  - b. ML: predict future year **predict**

5. What functionals does the host expect from the dashboard?

6. What to include in the report ?

7. research domain, <https://students.unimelb.edu.au/your-course/study-overseas>

- 8.

- a. QS, acadamic ranking, task difficulty, international relations, Ease of admission, living environment (city, campus), cost and expense , duration of study aboard, major???

9. Can we write this in our CV and linkedin when the project is finished.

trading analysis

overseas, study abroad, du

dashboar

data: Kane

## **Meeting Minutes**

**Time : 24/3 2.15PM ~3.00PM**

**Attend:** Group 16 (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan) in ERC Project Room 312 via Zoom with Linda, Marika, Kane

### **Main content:**

Project is focused on short term semester exchange programs and students from overseas.

### **Data:**

- From 2016
- Data in the period of 2020-2022 may not very useful for judging trends
- But pandemic period data can be compared with usual data
- Data sample may be released soon from CRM and may ask for extra attribute we want at any time
- Data may include “student ID, name, birth, major, degree, nationality...”

### **Analysis Direction:**

- Predict the number of students who may select Unimelb.
- Count the top 3 exchange preferences.
- Strong recommendation to create a dashboard.
- Find out the most popular lengths of study abroad

### **Extra provide:**

- Advice on how to attract more international students
- Advice on how to better help international students
- Advice on making study abroad less challenging

**Next meeting:** ideally held in person on Tuesday or Wednesday.

### **Our Task:**

- Discuss the prediction direction
- Initially check the data and brainstorm what else we need
- What the dashboard needs to show and how it is structured
- Prepare a PowerPoint to demonstrate what we plan to achieve and accomplish

## **Meeting minutes**

**Time :** 28/3 3:15PM ~ 9:50PM

**Attend:** All members in MSD (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

**Agenda:**

- **Decide the function of each column**
- **Check the missing data**
- **Plan the predict direction**
- **Work out the meaning of each column**
- **Possible feature Engineering**

**Task:**

- prepare a powerpoint presentation to demonstrate our primary direction of analysis

**Next meeting:** 4/04 11:00-12.00

## **Meeting minutes**

**Time :** 30/3 5:15PM ~ 11:30PM

**Attend:** All members in ERC (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

### **Agenda:**

- **Received more dataset**
- **Find out more implied relationships between columns**
- **Change the content of powerpoint based on the new dataset**
- **Go over each column of new dataset**
- **Primary Classification**

### **Task:**

- **Finish the powerpoint we gonna use in the meeting with**

**Next meeting:** 4/04 11:00-12.00



## **Meeting minutes**

**Time :** 3/4 5:15PM ~ 6:30PM

**Attend:** All members in ERC (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

**Agenda:**

- rehearsal for presentation
- Notice: Linda will leave early (start the part related to Linda)

Next meeting: 4/04 11:00-12.00

## **Meeting Minutes**

**Time : 4/3 11.00AM ~3.00PM**

**Attend:** Group 16 (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan) via Zoom with Linda, Kane, Dr TK

### **Main content:**

Preliminary determination of data usage

### **Agenda**

- Need Readme File
- Update the dataset
- Understand the most attribute

Important: Dashboard as a tool not only a single use

Next meeting: Not confirmed for the time being

## Meeting minutes

**Time :** 17/4 2:30PM ~ 8:30PM

**Attend:** All members in ERC (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

### **Agenda:**

- Split dataset for pre-wash
- Dashboard PowerBI/
- feature engineering WAM
- feature engineering Country/state/city

Output:

- preference (linked to home town, WAM, faculty, status)

Next meeting: Visulization

## Meeting minutes

**Time :** 20/4 2:10PM ~ 6:30PM

**Attend:** All members in ERC 311 (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

### **Agenda:**

- Merge two preprocessing dataset
- Debug
- Correct data (duration shown by a negative number)
- Improve the column "status", "program" and some "start time" (Steven)
- Wash the dataset of insurance (Louise)
- Wash the dataset of citizenship (Waji)

Next meeting: Monday

## Meeting minutes

**Time :** 24/4 2:30PM ~ 6:30PM

**Attend:** All members in Law Building 0522 (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

**Agenda:**

- Discuss the problem we met in the processing of cleaning
- Workout the solution
- Discuss the visualization direction
- (citizenship, country, start date missing data)

Next meeting: Thurs (Finish powerpoint, add screenshot of visualization)

## Meeting minutes

**Time :** 27/4 4:30PM ~ 6:30PM

**Attend:** All members via Zoom (Jiaqi Tang, Ziyi Wang, Shenggang Qian, Yongjie Yan)

**Agenda:**

- Go over the powerpoint
- Change a layout theme
- Discuss the content we might missing
- Practice for tomorrow
- Timing
- Add some picture to help understand
- Determine the form to presentation, Shenggang will attend via zoom

Next meeting: Tomorrow with Host

# Meeting minutes

**Time :** 28/4 11:00AM ~ 12:00PM

**Attend:** All members in Baillieu Library Project Room 5 (Jiaqi Tang, Ziyi Wang, Shenggang Qian via zoom, Yongjie Yan, Linda, Kane, Dr TK)

Key point:

Steven:

- Virtual program
  - should not be one day
  - they will find out
- change status from successful to completed

Shenggang

- Mean:
  - hard to define
  - leave blank, master exchange in first semester do not have wam, if change to wam, not meaningful

Thera:

- America time: date and 月份 swap or wrong year time

For visualization merge all dataset to see correlations,  
in report hope individually.

Louise: human error should be reported

Host a meeting during Winter Break is accepted

Task:

- Finish preprocessing of data
- Visualization more
- Confirm the date of the presentation (due 19th May)
- Github repository should be organized

## Meeting minutes

**Time :** 17/5 1:00PM ~ 1:20PM

**Attend:** All members via Zoom (Jiaqi Tang, Ziyi Wang, Shenggang Qian via zoom, Yongjie Yan, Linda, Kane, Dr TK)

Point mentioned:

1. power bi (filter by month)
2. dataset coming later may more accurate
3. some pending will returns into completed/unsuccessful

Agenda:

1. presentation for 10 mins
2. Q&A for 5 mins



<Global learning program>

Meeting minutes

Meeting purpose	Semester 2 Planning
Meeting Date	02/08/2023
Meeting Time	12.30
Meeting Location	ERC and Zoom
Member attended	Kane, Linda, TK, Jiaqi, Ziyi, Shenggang, Yongjie

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Build Model	
Generalization processing step	
Next Meeting 14/08 Tuesday	

Decisions Made
<ol style="list-style-type: none"><li>1. 3 Power BI (split by dataset)</li><li>2. the format of input file is excel</li><li>3. manually input file to python (preprocessing), to Power BI (visualization)</li><li>4. ignore human spelling error</li><li>5. wait data for supervised training.s</li></ol>

Discussion

<Global Learning Program>

Meeting minutes

Meeting purpose	Arrange task
Meeting Date	09/08
Meeting Time	10:10 - 12.30, 2.45 - 4:00
Meeting Location	Baillieu, ERC
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
1. data Format standardized	
2. Check file validation <ul style="list-style-type: none"><li>- check column name</li><li>- check sheet name</li><li>- check valid input</li><li>- produce a txt file including the item changes before and after</li><li>- 环境配置文件</li><li>- add comment</li><li>- computing new dataset</li></ul>	
3. build model 4. find correlation cross three files	
5. clean github to submit 6. readme file to introduce how to operate 7. dashboard Power BI	

Ask for
submit way USB? suggestion for direction High level data (cannot merge data together, intersection -> few ID repeated -> no enough evidence to support correlation)

Decision making
Update the ranking list of university Next meeting: Saturday afternoon

<Global learning program>

Meeting minutes

Meeting purpose	Display Data cleaning results and provide a reproducible way
Meeting Date	15/08/2023
Meeting Time	14:30 - 15:00
Meeting Location	Melbourne Connect Level 7 (Via Zoom with Linda)
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang, Kane, Linda, TK

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Tone preference of Dashboard - Blue (Unimelb), Pink	Week 7
Add Unimelb logo on the home page of dashboard	Week 5
Key point: students leaving of faulty and location, duration acrossing the dataset	Week 7

Decisions Made
<ol style="list-style-type: none"><li>1. Direction to merge dataset: faulty, location, duration</li><li>2. Submit approach: zip repo send through email</li></ol>

Discussion

<Global learning program>

Meeting minutes

Meeting purpose	Routing meeting, group cross validation
Meeting Date	27/08
Meeting Time	1:00
Meeting Location	Baillieu library
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Prepare Tuesday meeting	Next Tuesday
Make a powerpoint	Next Tuesday
List the works we done within 2 weeks	Next Tuesday
Continue to improve the model	Week 8

Decisions Made

Discussion
Evaluate model performance (time cost problem > accuracy) Match algorithm is not ideal

<Global learning program>

Meeting minutes

Meeting purpose	Demo of Power BI and discuss our model
Meeting Date	29/08
Meeting Time	3:35
Meeting Location	Melbourne Connect Level 8
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang, Dr TK, Linda, Kane

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Working on design our model (Shenggang, Yongjie)	week 8
Working on Dashboard	week 9
Package using pyinstaller	week 9

Decisions Made
<ol style="list-style-type: none"><li>1. uni logo do not display on every page</li><li>2. Season change to quarter (more make sense)</li><li>3. map is like gem, need to change</li><li>4. insurance data missing</li><li>5. Tone of Linda's dataset: pink</li></ol>

Discussion
demonstration of Power BI

<Global learning program>

Meeting minutes

Meeting purpose	Routing meeting, group cross validation
Meeting Date	04/09
Meeting Time	5:30 - 8:00
Meeting Location	Baillieu Library
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
try different model (Shenggang, Yongjie)	week 8
Working on Dashboard (Jiaqi, Ziyi)	week 9
Package using pyinstaller (Ziyi)	week 9

Decisions Made
1 . finish agenda for Next Tuesday's regular meeting 2. send them our first dashboard

Discussion
Model efficiency and dashboards' bug

<Global learning program>

Meeting minutes

Meeting purpose	Power Bi and the problem we met on package
Meeting Date	12/09
Meeting Time	3:30 - 4: 00
Meeting Location	Melbourne Connect Level 8
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang, Dr TK, Linda, Kane

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
change hyperparameter of our model	week 8
One more Dashboard	week 9
Package using pyinstaller	week 9

Decisions Made
<ul style="list-style-type: none"><li>6. uni logo do not display on every page</li><li>7. Season change to quarter (more make sense)</li><li>8. map is like gem, need to change</li><li>9. insurance data missing</li><li>10. Tone of Linda's dataset: pink</li></ul>

Discussion
Display our second dashboard

<Global learning program>

Meeting minutes

Meeting purpose	Power Bi and the problem we met on package
Meeting Date	06/10
Meeting Time	3:30 - 4: 00
Meeting Location	Zoom
Member attended	Shenggang Qian, Yongjie Yan, Ziyi Wang, Jiaqi Tang, Dr TK, Kane
Note	Linda is traveling to Europe on business

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Report	week 12
Sumbit our work	week 10

Decisions Made
Problem: package processing could not been achieved on windows -> which means pre-processing need to be done on MAC

Discussion
Display our second dashboard



<Global learning program>

Meeting minutes

Meeting purpose	Display how to pre-processing dataset and change data source in Power BI
Meeting Date	16/09
Meeting Time	3:30 - 4: 20
Meeting Location	Melbourne Connect Level 8
Member attended	Ziyi Wang, Jiaqi Tang, Dr TK, Linda via Zoom

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Report	Week 12
Organize meeting minutes	Week 12
Organize Github repository	Week 12

Decisions Made

Discussion

<Global learning program>

Meeting minutes

Meeting purpose	Report
Meeting Date	26/10
Meeting Time	6:00-8:00
Meeting Location	Alan Gibert
Member attended	Jiaqi Tang and Ziyi Wang (Zoom with Shenggang Qian, Yongjie Yan)

Next steps: (Tasks, Assigned to, Checkpoint Data)	Due Data
Submit Report	27/10
Add Github repository into Report	

Decisions Made

Discussion