# Bus Patronage Start-up Meeting

## Meeting Minutes

31/07/2020

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| Present: | Nathan Urban, Selva Murugesan, Olivia Jiang, Yuchen Zhang |

1. Key Contents

Olivia introduced the templates of Dashboard and some features of the dataset.

* ***Dashboard***:
  + Based on data from the Open Data Portal, updating daily;
  + Two versions, one with more general timeline, the other with more detailed time period (the current month);
  + Optional sections: seasonal effects, anomalies detection, customer feedbacks; (If relevant data will not be published on the Open Data Portal, Yuchen may include these sections in a separated report.)
* ***Data***:
  + Bus Boarding data from the NetBI:
    - * Actioned by Myway card/ticket;
      * Counted for journeys/boarding;
      * Categorized by Bus Stops/Routes (we will use the Top10 routes)/Suburbs etc.

1. To-dos

* Olivia will send the Dashboard temples to the rest, and send the summary of Things to Know to Yuchen;
* Yuchen will work on the Statement of Work and getting a sense of the data in the next following week;
* Olivia and Yuchen will arrange a weekly meeting schedule; more details about the dashboards and data will be explained in the next meeting.