

## Team Meeting Minutes #2

**Date / Time** 19<sup>th</sup> Jan 2018, 5.00pm to 7.00pm

**Venue** SMU Library, Project Room 3-3

**Attendees** Taffy Joan, Jerlyn & Jaehyun

**Agenda**

1. Amend proposal
2. Data Preparation
3. Data Cleaning
4. Assign work

S/N	Notes / Task	Action by	Follow up
1	<p><b>Discuss Proposal Amendments</b></p> <p>Phase 1 a: Identify key processes that are core to the business</p> <ul style="list-style-type: none"> <li>• Change to: Identify Core Business</li> </ul> <p>The team decided to narrow down the project to the Singapore Office because it is core to the overall sponsor's performance</p> <ul style="list-style-type: none"> <li>• Prove Singapore Office &gt; Offices in other country (biggest terminal/client?)</li> </ul> <p>There are 2 main business units which the team will be focusing on: Jurong Logistic Terminal (JLT) and Exxon Mobil (EMOS)</p> <p>Phase 1b: Identify the processes with delays</p> <ul style="list-style-type: none"> <li>• Merge with Phase 1a</li> <li>• Change to Analysing the performance between JLT &amp; EMOS</li> <li>• Justify that business is 70% worker-related, thus project will be focused in worker. In particular, Operators and Technicians.</li> </ul> <p>Phase 1d: Analyse training records</p> <ul style="list-style-type: none"> <li>• Change to: Phase 1 c</li> </ul>	<p>Jerlyn</p> <p>Jerlyn</p>	<p>Email sponsor for information to prove that Singapore Office is a major group to KNJS</p> <p>Email sponsor to clarify JLT and EMOS acronyms.</p>
2	<p><b>Data Preparation</b></p> <ul style="list-style-type: none"> <li>• Concatenate 5 years of data</li> </ul>		

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	<ul style="list-style-type: none"> <li>Convert Employee number from numeric to string</li> <li>Date format error in joined table. Analysed individual years of records. 2015 date was in character format. Convert 2015 date from character to numeric. Concatenate tables again. Problem was resolved.</li> <li>Migration error of Job title for 2016. Joined table showed 3194 missing job titles when excel has no missing values. Problem resolved after multiple tries.</li> <li>Inconsistent total number of records. 2016's data began on a different row from the rest.</li> </ul>		
<b>3</b>	<b>Data cleaning</b> <ul style="list-style-type: none"> <li>Run Missing data pattern</li> <li>Create Master Copy</li> </ul>		
<b>4</b>	<b>Assigning work</b>  <b>Metadata</b>  <b>Training Utilization</b> <ul style="list-style-type: none"> <li>Location (exclude group office)</li> <li>Job title</li> <li>department</li> <li>Category</li>   <li>Provider</li> <li>Staff group</li> <li>Hour</li> <li>Competency: A or (123)</li> </ul> <b>Training Value</b> Plot X axis: Year, Y-axis staff group/department etc, each line represent an employee's progress over the years  <b>Meeting Minutes</b>  <b>Amend Proposal</b>	Jaehyun           Jaehyun     Jerlyn    Taffy    Jerlyn  Taffy	
<b>5</b>	<b>Administrative</b>  Presentation to sponsor: 3rd week of March  Data: Operators - forklift and packaging	Jerlyn  Jerlyn	Set Exact Date  Email to clarify

Vetted by: