Sponsor Meeting Minutes 3

Date: 30th January 2018

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| Present: | Russell, Weilun, Jing Ying, Sponsor |
| Venue: | Sponsor’s Office |

## Agenda

* Meet up with our sponsor to discuss on other potential projects
* Two potential projects: ABC Analysis and Transportation Issue
* Decide on which project to take up

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| Time | Details | Person In Charge | Status |
| 09:30 | We met with our sponsor again to find out more about other potential projects. The first one would be ABC analysis, which was previously done by another AP team.Based on what we heard, the previous project was not continued and they were not sure about what happened to it because it was not properly handed over back then.ABC refers to goods which are categorized into category A, B and C which represents fast-moving, normal and slow-moving goods respectively.The idea is to analyze which goods are fast-moving and how they are placed right now and provide a better location plan for these fast-moving goods based on historical data. |  |  |
| 09:50 | Our sponsor can give at least 3 years of data but only from the past 1 year, they shifted to a new warehouse so the warehouse layout will be different. However, we can still analyze how each good move.Possible project outline:1. Split into categories A, B and C2. As-Is racking to understanding how it is now3. To-Be racking to be suggested4. Have a dashboard to display trends of goods |  |  |
| 10:00 | This will help their customers gain insights on their products as well.Other things which we discussed and may be done (in order of priority)1. New Products2. Seasonality3. Market Basket Analysis4. Destination of ShipmentMaybe from the Outbound we can understand where the goods are shipped to, to help customers identify which are their bigger channels or customers.Most importantly, we need to remember that ABC changes over time and we must analyze and find out which goods at which period belongs to category A and after which, which category does it belong to? Also, how should we be arranging them then? |  |  |
| 10:45 | We met up with another department to discuss on another potential project which was about the fleets for delivery.The main problem was whether the fleet of delivery personals, mainly the prime movers (rather than trucks), are being optimized.Transportation is done using prime movers and trucks. Goods transportation is split into 3 types namely Local, Haulage and Plant Transfer. Local which is distribution within Singapore requires 2 men and can be done using trucks or prime movers.Haulage refers to the import and exports which are done by the prime movers. This requires only 1 man. The destinations include: Port, Warehouse/Customer place and Depot.Lastly, Plant Transfers are for raw goods back and forth customers’ place and it is done by trucks and prime movers. |  |  |
| 11:10 | The issue is the drivers are paid by trips and only whatever that is in the system can be verified. However, many information is manually recorded on paper.The sponsor wishes to find out the number of trips done by each driver per day and compare the cost of transport vs the number of trips to see how much they are earning. Also, they would like to find out how to optimize the transportation of goods because now things are done per customer basis. So even if 3 customers have delivery made in Plaza Singapura, they will send at least 3 trucks where instead they can possibly send only 1 truck. |  |  |
| 11:30 | However, after discussion, we realized that there is a lack of necessary information about the start and end time which the drivers deliver the products. This makes it difficult to analyze the number of trips they can potentially make a day based on historical data.Moreover, many of the information are not recorded or done very manually. Therefore, we have decided to take up the ABC analysis problem instead. We will have a team meeting after this to further discuss on this. |  |  |