Internal Meeting Minutes 8

Date: 25th February 2018

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| Present: | Russell, Weilun, Jing Ying |
| Venue: | Russell’s Place |

## Agenda

* Work on Interim Presentation Slides
* Work on firming up Interim Report

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| Time | Details | Person In Charge | Status |
| 16:00 | Met up at Russell’s place and run through what we have done over the weekend.We gained new insights from the dataset with interesting trends such as in August 2016, there is a huge delay in the time taken for inbound process. However, we were thinking if this could be due to them shifting warehouse, which we will clarify with our sponsor again. |  |  |
| 16:25 | Finalize Interim Presentation Slides content and design. Jing Ying to finish up slides. After it is done, shown to the team and finalized the slides.Worked on the Interim Report at the time same. Russell also showed us the Pareto chart for the ABC analysis. However, it is not completely done up yet and requires more time to work on the ABC analysis. |  |  |
| 18:00 | Cross-check against with one another’s work and seek help when required. Continue to work on Interim report until we are ready to submit it by 2359. |  |  |

Upcoming To-Dos:

1. Update Wiki page – home page and data analysis page

2. Prepare and rehearse for Interim presentation