Date:	13 January 2016

Time:	09.35am to 10.45am

Venue:	SMU School of Information Systems Level 3 GSR 3.3

Attendees:	Miss Shen	– Executive, Operations Innovation & Development
	Leong Junkang, Gabriel	– Team Skulptors Member
	Tan Siying	– Team Skulptors Member
	Zhou Xuanyi	– Team Skulptors Member

Absentees:	Mr Khoo (*Meeting*)	– Head, Operations Innovation & Development
	Mr Govind	– Executive, Process Improvement (Automation)

Agenda:	1. Confirming scope requirements 2. Passing of data

Discussion:

1. Remove the company names from Wikipedia. Instead of writing the SKU company name, simply write "A company that provide medicine".

2. To classify SKUs into ABC, the percentage quota will be given by Mr Khoo.

3. Instead of "Order Picking vs Batch Picking", rename it to "How many times a location is visited in a day"
   a. This will provide more information. Such as why is the picking process so long winded? Is it because the worker is slow or because the location is too far away
   b. We can also know how many times the location had been visited in a day

4. Order picking example.
   a. The order is by per store. Example Etude House has 50 stores in Singapore. So if all of them want to order foundation, there will be 50 orders that are similar
   b. So example foundation is stored in location 001, the workers will have to go to location 001 for 50 times although it's the same amount of quantity and same location

5. 1 SKU can appear in different location, such as location 001 and 005. That may be because they reach the warehouse on a different day and/or the first location is full initially.

6. Warehouse utilization

    a. Is to see how many space had been used up in the warehouse
    b. The company will provide us with the data when we are doing the utilization

7. Data:
    a. Data such as 0.61 pallet is incorrect
    b. Transcode: different kind of transaction
        i. O: outbound
        ii. I: Inbound
        iii. OSO: Outbound Sales Order
        iv. OSD: Outbound Scrape Deposit. This is to record the items that they throw away. This can be ignored in our project.
        v. OSA can be ignore as well
        vi. IRT is on the inbound side and can be ignore as well

8. User interface
    a. The company allow us to design the user interface by ourselves
    b. We can come up with the user interface and then show to Miss Shen before letting her to show it to Mr Khoo
        i. Probably by the next meet (29 January), we can show Mr Khoo on the UI design
        ii. Show what are the charts that we are using and what can we analyze

9. Warehouse tour will be on the 29 January

Action Items:

No.	Task	In-charge	Due date
1	Remove all the SKU's company name from Wikipedia	Tan Siying	14 January 2016
2	User interface of the application	Team Skulptors	29 January 2016

The meeting was adjourned at 11.00am. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Tan Siying