ANLY482 Internal MEETING MINUTES
(03 Feb 2018)

Date:	03 Feb 2018
Time:	10:00 – 14:00
Venue:	SMU Lab
Attendees:	Team: Ruiyan, Qian, Nicholas,
Agenda:	1. Understand the data 2. Discuss about sponsor requirements

S/N	Things Discussed/Done	Remark
1	Understand the data	We firstly reviewed the data collected from DHL together and tried to understand the data. Meanwhile, we noted down the questions arouse. Questions for Sponsors: • Explain the meaning of following variables: "Prioritisation Level", "Existing lane yes/no", "FINAL ROUND Target reduction in %", • Difference between "DGF Lane ID" and "Customer Lane ID" • Explain with an example for the total charges - origin charge, surcharges, destination charges. How does DHL estimate the total charges? How is it linked to offer price (customer target price)? • What variable we can use to measure the service since most of the data we have is about freight charge? • For "award status", the difference between "gained", "not gained", "lost", "retained", "stopped by customer", "stopped by us" and "not quoted" Questions for us: • Which are important variables for our analysis? • With limited information (only bid price and bid relevant information), without competitors' info and customer preference info, will we be

		able to conduct a successful prediction? If not, how should we scope the project appropriately?
2	Discuss about sponsor requirements	As we found out the data formats for "customer A "and "customer B" are not consistent, we would like to ask sponsor for a standard data format. ("customer A" and "customer B" are two excel files DHL shared with us. Each of them contains the bidding information for a specific customer.) The sponsor wanted to have a reusable tool, with which they could upload bidding data and perform analysis. However, the bidding data contains a lot of merged cells and column headers may not be unique. We are wondering whether we could change the data format and give each column a unique header name.

Item Due (Team) / Actions

Deadline: Feb 7
   1. Send an email to sponsors asking for more data. Because now we only have two excel files (customer A and customer B).
   2. Explore data freely and if there is any question, write into the Google docs. We will ask questions mentioned above in the next sponsor meeting
   3. Think about the how to clean the data. We will discuss this part in the next team meeting.