Team Meeting Minutes #8

Date / Time	20th Feb 2018, 2.00pm to 5.00pm
Venue	SMU Library, Project Room 4-5
Attendees	Taffy Joan, Jerlyn & Jaehyun
Agenda	1. Histogram for Training Placement 2. Course Groupings and Analysis 3. Boxplot Observations and Discussion 4. Research on Boxplot Analysis 5. Bar graphs of New Hires and Cost Wastage

S/N	Notes / Task	Action by	Follow up
1	**Histogram for Training Placement** Categorise employees into bins to create tiers based on the count of training placements they have undergone		
2	**Course Grouping** Create calculated field using course grouping sets to analysis the distribution of courses undergone. **Count of Employee by Courses** Bulk of the training is on HSEQ, followed by MISC, then Warehousing, Packaging, Equipment, Bulk then Others. One probable reason could be due to the compulsory new hires and safety training that fall under HSEQ		
3	**Boxplots Average Training Hours** Overall, the distributions are right skewed. This was greatly influences by on the Job training, in which the hours tend to be in the hundreds. **Time series Box plot EMOS** The average training hours seem to be decreasing. Many outliers are observed but tend to be more consistent in the number of training hours EMOS staff undergone as training hours seem to be more similar across the years. But in 2014, a greater spread was observed in the 50-75% range. **Time series Box plot JLT** There was an exceptionally large interquartile range for JLT in 2016. Average training hours seem to fluctuate more than EMOS. Box plots for each year varied distinctively.		

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4	**Background Research on Box Plot Analysis** • Upper whisker: This is not the maximum but 1.5 times the interquartile range • Interquartile Range = Upper hinge – lower hinge • Skewness: This is derived from the position of the box The team noticed the presence of many outliers hence we looked up on them. Many of variation were form on the job trainings. **Analysis Approach** The team decided to compare the: a. centers (median) across the groups b. spreads (min to max difference) These links for reference were used during the meeting: • https://www.isd2144.org/cms/lib/MN02205235/Centricity/Domain/208/chap13-8.pdf • http://web.pdx.edu/~stipakb/download/PA551/boxplot.html		
	Bar Graph for New Hires To dive deeper into our analysis on the new hires, the team decided to plot bar graphs for this employee with this status. The main variables we would be looking into are • Average Training Hours • Average Placement These 2 variables would be analysed across the years **New Hire Wastage** The average cost for JLT in 2016 was the highest		

Vetted by: Taffy, JaehYun