

## Team Meeting Minutes #9



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<b>Date / Time</b>	5 <sup>th</sup> Feb 2018, 2.00pm to 5.00pm
<b>Venue</b>	SMU Library, Project Room 4-7
<b>Attendees</b>	Taffy Joan, Jerlyn & Jaehyun
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Cleaning TnD</li> <li>2. Phase 2 Approach</li> <li>3. Discussion on Phase 2 issues</li> <li>4. Phase 2 Visualisation Discussion</li> <li>5. Phase 2 Scope for training records</li> <li>6. Wiki Administrative Matters</li> </ol>

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S/N	Notes / Task	Action by	Follow up
1	<p><b><u>Cleaning TnD</u></b>            TnD are given by the sponsor on a yearly basis as a combination of JLT and EMOS.</p> <ul style="list-style-type: none"> <li>• Reformat into a List                Initially, the team sieved out the common performance measures over the years. However, to avoid leaving out the information captured, the team decided to include all the measures by reformatting the TnD into a list</li> <li>• Calculated Fields                   <ul style="list-style-type: none"> <li>○ Direction                        This direction can be calculated from comparing the values of the matrix given. If 50% &gt; 75% direction is negative. If 50% &lt; 75%, direction is positive</li> <li>○ Achievement Tiers                        This field would be used to compare the actual score to the achievement tiers and return the tier they business unit belong to for that measure.</li> <li>○ Revised Weights                        Since different under of measure are used in different year for the same area (eg Performance),</li> <li>○ Score                        Since weights seem to be inconsistent over the years, scores would be calculated based on the achievement tiers.                           <ul style="list-style-type: none"> <li>▪ 0 = "&lt;50%"</li> <li>▪ 1 = "50%"</li> <li>▪ 2 = "75%"</li> </ul> </li> </ul> </li> </ul>	<p>Taffy</p> <p>Jerlyn</p>	

## Team Meeting Minutes #9

	<ul style="list-style-type: none"> <li>▪ 3="100%"</li> </ul>		
2	<p><b><u>Phase 2 Proposed Analysis</u></b> Proportion of TnD measure should correspond to the number of training for the relevant measure.</p> <ul style="list-style-type: none"> <li>• Compare Proportion of HSEQ training hours per employee and the Weightage of Safety and Productivity Measures.</li> </ul>		
3	<p><b><u>Discussion on Phase 2 issues</u></b> Issue: HSEQ trainings is mapped to Safety and Quality TnD measures. Should the same set of HSEQ trainings be compare to Safety and Quality measure OR HSEQ trainings should be further split into Safety and Quality before comparing to the corresponding TnD measures.</p> <p>Issue: Form the TnD data, it is possible to not meet the target (fail) yet still be categorised as 50% or 75% under the achievement tiers.</p> <p>The team decided to prioritise the achievement tiers and disregard the passing or failing of target by means of direct comparison of actual score to the Target.</p>	Jerlyn	Email sponsor to clarify  Clean TnD
4	<p><b><u>Visualisation</u></b> The team discussed on how the TnD performance maybe displayed in a bullet graph.</p> <ul style="list-style-type: none"> <li>• Target: As the full bar</li> <li>• Actual: Add Marker</li> <li>• Achievement Tiers: Add Markers and used to colour code the areas</li> </ul> <p>Problem: Negative direction measure The team decided to reverse plot the bullet graphs for negative direction measures.</p> <p>Positive Direction</p>  <p>Negative Direction</p> 		
5	<p><b><u>Phase 2 Scope for Training Records</u></b> Assumption: Since TnD are mainly operational performance measures, the team would follow to current filters of Operators and Technicians to relate to the TnD. The team concluded that the training of Group Office staff had little influence of the Safety, Quality and Productivity measures.</p> <ul style="list-style-type: none"> <li>• Exclude</li> </ul>	Jaehyun	Exclude in training records

## Team Meeting Minutes #9

	The team decided to filter out the Ungroups and Miscellaneous training for our analysis for Phase 2.		
6	<p><b>Box Plot</b></p> <p>Current Box Plot shows the average of averages, the team decided that it should show the sum per employee to fully display the distribution</p>		
7	<p><b>Wiki Administrative Matters</b></p> <ul style="list-style-type: none"> <li>• Wiki Access Rights</li> </ul> <p>The team realised the issue of confidentiality of the meeting minutes shared on the Wiki page which reveals the names of the Business Units. Thus the team has to consult the prof on how add a security feature on wiki to grant access rights only to the team and the Professors.</p> <ul style="list-style-type: none"> <li>• Wiki Standardisation <ul style="list-style-type: none"> <li>○ XX = EMOS</li> <li>○ YY = JLT</li> </ul> </li> </ul>	All	Consult Prof

Vetted by: Taffy, JaehYun