

|                  |  |
|------------------|--|
| <b>Date</b>      | Friday, 23/02/2017   |
| <b>Time</b>      | 1:30 pm – 3:30 pm  |
| <b>Venue</b>     | Company X Project Room - 503 TOPAZ   |
| <b>Attendees</b> | Tan Yongjin, Wu Wei, Wang Miaoqiong<br>Client: Viviane                                 |
| <b>Agenda</b>    | Report project progress: Finish building model report part 1 and polish work on part 0 |

| S/N      | Item Discussed          | Remarks  |
|----------|-------------------------|--|
| <b>1</b> | <b>Project Progress</b> | <p>We reported project progress to clients Viviane and Colin:</p> <ul style="list-style-type: none"> <li>• Show report output1 in Power BI, explained using pie chart and stacked bar chart.</li> <li>• Show hierarchical structure of output0 and drill down functionalities.</li> <li>• Our client mentioned that it was good to have drill down function, it is good for analysts to consider detail data; but it is not good for management. Viviane suggested us to use exactly same format, and keep the existing copy as output 0.1.</li> </ul>   |
| <b>2</b> | <b>Project Issues</b>   | <ul style="list-style-type: none"> <li>• Regarding output1, Wu Wei pointed out the issue we found that the formula in the model Excel file is not precise. We proposed adding an equal sign to current formula. Viviane agreed with us and wanted us continuously to follow our own logic. She requested us to keep exactly same format for the output1 and follow exactly same format of output1 also.</li> <li>• Regarding output2, it is an extension of output0 and output1. Viviane wanted us to quickly finish building output2 and spend more time on building dashboard.</li> <li>• Our team found out that the Power BI Desktop version had very limited functionalities. The free version does not support direct dashboard building. Viviane told us that we can build our own format of dashboard using customized functionalities. The team agreed to explore further on dashboard building on Power BI.</li> <li>• Regarding output3, we discussed with Viviane regarding the table join issue we have- find a unique identifier to identify each individual odd record in OPMS data. she replied in the evening by suggesting using ODD(Awb + Orig SVA + ShipperAccount) to compare with OPMS(awb_no + orig_fac_id + shacct_no).</li> <li>• The team tried her suggested key, but it did not return our desired results.</li> </ul> |
| <b>3</b> | <b>Project Timeline</b> | <ul style="list-style-type: none"> <li>• our next meeting will be on 23 March since Viviane would be away for 3 weeks. We agreed that by our next meeting, we should finish output</li> </ul>  |

|  |  |  |
|--|--|--|
|  |  | 0-3, and proposal rough ideas for insights exploration. Finish two more output pages for 2-year data and more visualization. |
|--|--|--|

Prepared by,

Wu Wei

Vetted by,

Tan Yingjin, Wang Miaoqiong