

## Supervisor Meeting Minutes #3

<b>Date / Time</b>	6 <sup>th</sup> Feb 2018, 2.40pm to 3.00pm
<b>Venue</b>	School of Information System, Meeting Room 4.5
<b>Attendees</b>	Taffy, Jerlyn & Jaehyun
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Update progress on Employee List</li> <li>2. Clarify TnD</li> <li>3. Seek advice on how to proceed</li> </ol>

S/N	Notes / Task	Action by	Follow up
1	<p>Prof clarified the definition of Employee Turnover Rate to be the yearly number of employee present at the beginning of the year who are no longer present in the company at the end of the same year.</p> <p>Prof suggested how the team could approach the project.</p> <ol style="list-style-type: none"> <li>1. Identify employees who have stayed and left.               <ol style="list-style-type: none"> <li>a. Calculate Year Left</li> <li>b. Calculate duration of service</li> <li>c. Sieve out employee that left in the short term.</li> </ol> </li> <li>2. Cross reference the training records to the employee who left.               <ol style="list-style-type: none"> <li>a. Extract the courses that these employees that left have undergone.</li> <li>b. Map the training hours</li> <li>c. Map the training costs spent on them</li> </ol> </li> </ol> <p>The hours and costs would be used to understand how effective the trainings have been. Prof explained that if employees left within the same year, it could be regarded as total loss of training since, there was possibly little/no productivity increase added to the company.</p> <ol style="list-style-type: none"> <li>3. Analysis of employees that left could be further dissected into the location and</li> </ol>	<p>Taffy</p> <p>JaehYun</p> <p>Jerlyn</p> <p>Jerlyn</p>	<p>Year to Year Turnover</p> <p>Continue cleaning department in Employee Record</p> <p>Minutes</p> <p>Cross check headcount</p>

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	<p>department. A general comparison could be made to identify which location and department is weaker.</p>		
<b>2</b>	<p>TnD</p> <p>Prof emphasized that because the departments in both business units are different, comparison between location is not meaningful. A meaningful comparison should be done on each business unit across the years and quarters.</p> <p>Prof recommended the team to perform a time series analysis to see the progress and correlate to the training hours. The team has to check for effectiveness of training in both directions.</p> <ul style="list-style-type: none"> <li>• Increase/maintain the training hours correlated to increase in performance</li> <li>• Decrease the training hours correlated to decrease in performance</li> </ul> <p>i.e Did a drop in number of hours in training, show signs if safety incidents (eg Loss time injury) occurring?</p> <p>Prof agreed on the need to map the related training courses to the performance measures in the TnD</p> <p>Should no correlation be found, it may be a reflection that trainings are ineffective, the problem may lie in the reason of poor quality of workers which may be inevitable due to the shortage of labour in Singapore.</p>		
<b>3</b>	<p>TnD target clarification</p> <p>Prof pointed out that the Target Values keyed in were strange as they contain decimal place. He assumed that the decimal place is insignificant.</p> <p>The team consulted prof on how the target values could be used and the Prof replied that mere knowledge on whether the business unit met the target alone is not useful unless compared to the related training.</p> <p>Another area of exploration could be checking if the red fields in the TnD had any correlation to the training hours.</p>		

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4	<p>Administrative</p> <p>Midterm review would be internal between the Team and the Prof. Sign up for the time slot would be released at a later date</p> <p>The Sponsor still owes the team 2013-2017 TnD, confirmation of course groupings, related training courses to the TnD fields. Thus the team would progress to analysis the Employee Records first.</p>		
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