

## Team Meeting Minutes #7

<b>Date / Time</b>	19 <sup>th</sup> Feb 2018, 2.00pm to 5.00pm
<b>Venue</b>	SMU Library, Project Room 4-5
<b>Attendees</b>	Taffy Joan, Jerlyn & Jaehyun
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Discuss on the reorganisation of data</li> <li>2. Update data source</li> <li>3. Update calculation</li> </ol>

S/N	Notes / Task	Action by	Follow up
1	<p><b><u>Review tableau</u></b>            Due to multiple revision of data tables and calculated fields, table names and column names may be confusing. Thus, the team renames the tables to clear identify which tables were taken from</p> <ul style="list-style-type: none"> <li>• Employee List</li> <li>• Training records</li> </ul> <p><b><u>Maintaining Consistency</u></b>            Job title</p> <ul style="list-style-type: none"> <li>• Use: Training record</li> <li>• Do not used: Employee list</li> </ul> <p>All filters should be calculated fields to ensure no data is excluded by accident since both Training Records and Employee List are used.</p> <p>The team created a new Location grouping for</p> <ul style="list-style-type: none"> <li>• Staff list</li> <li>• Training</li> </ul> <p>There are records in which location was missing from Employee List but present in Training Records, thus calculated fields filters would ensure that Location data from either data source would be used.</p>	All	Create Overall Filters
2	<p><b><u>Incomplete Dataset</u></b>            Initial calculation was based solely from the Employee List i.e. Dec'15 – Dec'14. However, this does not capture the new employees that were trained but left within the same year of employment.</p>		

## Team Meeting Minutes #7

	<p>Thus, the team revised the data set to include the records that were present in the Training Records however absent from the Employee List. These are the employees which have stayed only for the short term and training losses were the highest for this group of employees.</p> <p>Initial data source was a left joint of employee list and training records, where all employees in the Employee List were present, regardless whether they have attended training. This dataset only</p> <ul style="list-style-type: none"> <li>• Includes employees in Employee list that have been trained/untrained</li> <li>• Excludes employees not in Employee List that have been trained/untrained</li> </ul> <p><b><u>Rectifying Incomplete Dataset</u></b>        Full Outer Join</p> <table border="1" data-bbox="296 819 1027 1332"> <thead> <tr> <th colspan="2"></th> <th>Training Record</th> <th>Comments</th> </tr> <tr> <th>Start i.e. Dec'13</th> <th>End i.e. Dec'14</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td rowspan="4">1: Existing Join ≠ End</td> <td rowspan="2">1: Stayed</td> <td>1: Trained</td> <td></td> </tr> <tr> <td>0: Untrained</td> <td>Nil?</td> </tr> <tr> <td rowspan="2">0: Left</td> <td>1: Trained</td> <td>Loss: Years employed</td> </tr> <tr> <td>0: Untrained</td> <td>Nil?</td> </tr> <tr> <td rowspan="4">0: New Join = End</td> <td rowspan="2">1: Stayed</td> <td>1: Trained</td> <td></td> </tr> <tr> <td>0: Untrained</td> <td>Nil?</td> </tr> <tr> <td rowspan="2">0: Left</td> <td>1: Trained</td> <td>Loss: Trained but left</td> </tr> <tr> <td>0: Untrained</td> <td>Nil</td> </tr> </tbody> </table>			Training Record	Comments	Start i.e. Dec'13	End i.e. Dec'14			1: Existing Join ≠ End	1: Stayed	1: Trained		0: Untrained	Nil?	0: Left	1: Trained	Loss: Years employed	0: Untrained	Nil?	0: New Join = End	1: Stayed	1: Trained		0: Untrained	Nil?	0: Left	1: Trained	Loss: Trained but left	0: Untrained	Nil	<p>All</p> <p>All</p>	<p>Update Employee Status (New/Existing)</p> <p>Update Employee Retained Status (Left/Stayed)</p>
		Training Record	Comments																														
Start i.e. Dec'13	End i.e. Dec'14																																
1: Existing Join ≠ End	1: Stayed	1: Trained																															
		0: Untrained	Nil?																														
	0: Left	1: Trained	Loss: Years employed																														
		0: Untrained	Nil?																														
0: New Join = End	1: Stayed	1: Trained																															
		0: Untrained	Nil?																														
	0: Left	1: Trained	Loss: Trained but left																														
		0: Untrained	Nil																														
<p><b>3</b></p>	<p><b><u>New Hire Analysis</u></b></p> <ol style="list-style-type: none"> <li>1. Within Batch: Progression over the years (% change)           <ul style="list-style-type: none"> <li>• 2014 Batch: 2014,2015,2016, 2017</li> <li>• 2015 Batch: 2015,2016, 2017</li> <li>• 2016 Batch: 2016, 2017</li> <li>• 2017 Batch: nil (don't have 2018 data)</li> </ul> </li> <li>2. Across Batch           <ul style="list-style-type: none"> <li>• 1<sup>st</sup> year comparison for each Batch</li> <li>• i.e. 2014 Batch, 2015 Batch, 2016 Batch, 2017 Batch</li> </ul> </li> </ol>																																
<p><b>4</b></p>	<p><b><u>Calculating New Trained but Left</u></b></p> <ul style="list-style-type: none"> <li>• Not present in employee list: Left before 2013</li> <li>• Exclude from turn over calculation:           <ul style="list-style-type: none"> <li>○ Left within 2013</li> </ul> </li> <li>• Include for Employee Turnover:           <ul style="list-style-type: none"> <li>○ Left within 2014 – 71</li> <li>○ Left within 2015 – 46</li> <li>○ Left within 2016 – 90</li> <li>○ Left within 2017 – 48</li> </ul> </li> </ul>	<p>Taffy/ JaehYun</p>	<p>Create Train but left data sets</p>																														

## Team Meeting Minutes #7

	<p><b><u>Discrepancies between training and employee list</u></b>          5 people who received training for at least 2 years but not in any of the staff list:</p> <ul style="list-style-type: none"> <li>• 11087</li> <li>• 11089</li> <li>• 11537</li> <li>• 11448</li> <li>• 11565</li> </ul>		
	<p><b><u>Turnover definition</u></b></p> $left = \frac{(start - end) + trained\ but\ left}{start + trained\ but\ left}$ $new = \frac{(end - start)}{start}$		

Vetted by: Taffy, JaehYun