

Date	Tuesday, 23/01/2018
Time	4:00 pm – 5:00 am
Venue	SIS Meeting Room 4.7
Attendees	Tan Yong Jin, Wu Wei Supervisor: Prof Meena
Agenda	Provide an initial briefing about the project to the new assigned supervisor

S/N	Item Discussed	Remarks
1	NDA	The team will contact Prof Kam for the signed NDA for Prof Meena to sign.
2	Project Details	Introduced on the Project <ul style="list-style-type: none"> <li>• Client</li> <li>• Facing Problems</li> <li>• Project Outcomes (SQL Database, PowerBI)</li> </ul>
3	Data	<p>Introduced on the data:</p> <ul style="list-style-type: none"> <li>• 2 sets of data, which are retrieved from data warehouse every two weeks, OPMS and ODD data.</li> <li>• The metadata for both datasets</li> <li>• Data size → Rows / Columns</li> </ul> <p>Requested to send information about the data to the supervisor.</p> <p>Ask them more questions regarding which main dataset they are using more for the dashboard because once the 2 dataset is combined it becomes more complicated.</p> <p>Choose 1 dataset to work on it, the main aim for our project is to perform analysis on the data and building a dashboard. We need to work to scope down the details even further.</p> <p>Push to use only ODD as the source data to work on the visualisation.</p>
4	Database Architecture	<p>Clarify if the database is necessary to be cleaned, since the database is only used to extract information to be used in the visualisation.</p> <p>The focus should be on the dashboard visualisation tool and the database is only a support.</p> <p><b>Is it necessary to keep all the columns?</b> The metrics that is required by the client, then decide which columns to use and focus on. Since the metrics they are using are not using all the columns.</p>

		Check with them how they are going to connect the data and use the dashboard.
	Visualisation & Insights	Rather than just only reporting figures for self-service as what the client requested, focus on whether if a certain root cause or explanation can better help to understand why their deliveries are not made on time.

Prepared by,

Tan Yong Jin