Client Meeting Minutes #1

**Date/Time** 28th Dec 2017, 3pm to 4.30pm

**Venue** Koi Café Group(S) Office,

2, Serangoon North Avenue 5,

#06-02, Singapore 554911

**Attendees** Toh Ling Jing (Angie), Phang Shi Jia, Ryan Chia Cheng Yu

**Agenda** 1. Finalize on the project scope

2. Discussion on the data required from the client

**S/N Notes/Task Actor Follow-up Action**

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| 1. | Our project sponsor has identified some problems they faced in the logistic part of the business:   * Employees in different branches must constantly key in stocks required for the next data manually. * Difficulty in understanding how much is required during special promotion period (result in under/over order) * Each Branches have a space constraint as to how many ingredients they can stock up. |  |  |
| 2. | Potential solution the team can work on:   * Predict the optimal restock amount with a safety net of 15%-20% * Determine the correlations between the promotion held by Koi and their sales * Determine if there is any correlations between demographics living in the area and sales   Secondary focus of the project will be their secondary competitors that might affect their sales (Secondary competitors excluding Gong Cha & Liho)  Not interested in Market Basket Analysis |  |  |
| 3. | Clarified the list of data needed from the sponsor:   * Sales data (might not be accurate to use sale data to predict) * Shipment data * Wastage data * Promotion data * Rough estimate of the space constraint of each branch   Drink composition data will not be given as there is too many drink compositions. Instead of drink composition data, they will be giving us a ratio of the cups of drink sold.  Data range from 15-20 outlets and over a period of 1-2 years. | Ryan Chia | Send email to client regarding to the list of data needed from them by 4th Jan 2018.  Send NDA form to client by the end of the first week of Jan 2018.  Send proposal to client by the end of the first week of Jan 2018. |