

Team Meeting Minutes #5

Date / Time	5 th Feb 2018, 2.00pm to 5.00pm
Venue	SMU Library, Project Room 3-2
Attendees	Taffy Joan, Jerlyn & Jaehyun
Agenda	<ol style="list-style-type: none"> 1. Understand Staff Records 2.

S/N	Notes / Task	Action by	Follow up																								
1	<p>Sponsor has given us 2013-2017 employee list. The team discuss to standardise the fields across the years</p> <p>Training Record <> Employee List</p> <table> <tr> <td>Staff Group</td> <td>Staff grade (2015) Job Group (2013)</td> </tr> <tr> <td>Location</td> <td>Department 2017</td> </tr> <tr> <td>Department</td> <td>Section</td> </tr> <tr> <td>Job tile</td> <td>Designation Job code (2014)</td> </tr> </table>	Staff Group	Staff grade (2015) Job Group (2013)	Location	Department 2017	Department	Section	Job tile	Designation Job code (2014)		<p>Exclude Location "Group Office", only JLT and EMOS</p> <p>Exclude 2013 & 2014 Cost Center</p> <p>Remove name</p> <p>Map job code for 2013 and 2014</p> <p>Map Staff record "designation" to training record "Job Title"</p>																
Staff Group	Staff grade (2015) Job Group (2013)																										
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2	<p>Discuss how to analyse employees</p> <ul style="list-style-type: none"> • Left • Joined <p>Create a binary table</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>'23</th> <th>'14</th> <th>'15</th> <th>'16</th> <th>'17</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>0</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>002</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>003</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Employee	'23	'14	'15	'16	'17	001	0	1	1	0	0	002	0	0	1	1	1	003	1	1	0	0	0		
Employee	'23	'14	'15	'16	'17																						
001	0	1	1	0	0																						
002	0	0	1	1	1																						
003	1	1	0	0	0																						
2	<p>Comparing Employee List & Training Record</p> <ul style="list-style-type: none"> • Exist but no training • Change in ranks 																										
3.	<p>Compare training amongst</p> <ul style="list-style-type: none"> • Employee who join before 2013 VS after 2013 (stayed for 5 year VS Left within 5 years) 																										

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Vetted by: