

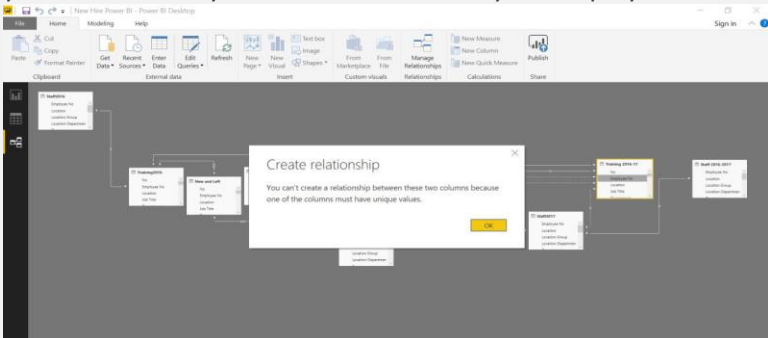
Team Meeting Minutes #11

Date / Time 19th Mar 2018, 5.30pm to 7.30pm

Venue Library, Project Room 4-2

Attendees Taffy, Jerlyn & Jaehyun

- Agenda**
1. Discuss Power BI Issues
 2. Create Research Paper Outline

S/N	Notes / Task	Action by	Follow up
1	<p>Problem1: Staff List</p> <p>The team ran into error when trying to plot a time series of employee status due to the need to extract data from the past year and current year obtain the current year employee status.</p>  <p>Solution 1: Master Staff List</p> <p>The team proposed to have a master staff list to keep track of the employee status by only inputting the join date and the leave date if applicable.</p> <p>Since monthly data was provided for 2017, it will be used as our sample data. The team is requesting the sponsor to provide us with monthly data for 2016, if that is not obtainable, sample data will need to be created.</p>	Taffy	
2	<p>Training Records</p> <ol style="list-style-type: none"> 1. Concatenate 2016, 2017 <p>Since training records are maintained year by year, a concatenated document of Past and Current year could be created into 1 data set. 2016 and 2017 data would be used.</p> <ol style="list-style-type: none"> 2. Additional Course Title Group Column <p>The team also suggests including additional column to the training records to capture the “Course Title Groupings”. The rationale for this is so that is would be easier for the company to update any new course titles in excel instead of doing so in Power BI.</p>	Jerlyn	

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<p>3</p>	<p>TnD Analysis The cleaned list includes all the indicators.</p> <ol style="list-style-type: none"> 1. Split into common and unique indicators <ol style="list-style-type: none"> a. Between Business Units b. Across the years <p>TnD Cleaning</p> <ol style="list-style-type: none"> 1. Map the weights of the most current year (i.e. 2017) to rest of the years. 2. Unique indicators assign weight zero 3. Calculate score: Achievement Tier x Weight 	<p>Jerlyn</p>	<p>Add Column to indicator common or unique</p> <p>Map weights</p> <p>Calculate Score</p>
<p>4</p>	<p>TnD Power BI The team faced a challenge in changing the value of state for the bullet graph as the 50%, 75%, 100% achievement tiers are not prorated to the target.</p> <p>Training vs TnD To compare the 2, quarterly data should be extracted from training records via a filter.</p>	<p>All</p>	<p>Clarify with prof on next consult</p>
<p>5</p>	<p>Research paper Draft Outline A google docs was created. The team checked the changes can be tracked on it. Taffy and Jerlyn discusses the main structure based on Prof Kam, sample research paper.</p> <p>Some of the point we would like to include are</p> <ul style="list-style-type: none"> • Bullet graph(TnD) • Density graph (training records) 	<p>Taffy</p> <p>Jerlyn</p>	<p>Intro Analysis</p> <p>Motivation Power BI</p>
<p>6</p>	<p>Power BI A data connection needs to be established between the training records and the staff list so that combining the dashboards together later would be easier, since the data are drawn from the same source.</p>		<p>Awaiting sponsor data.</p>
<p>7</p>	<p>Content for Poster</p> <ul style="list-style-type: none"> • Intro • Objective • Data Prep • Results & Analysis • Dashboard 	<p>All</p>	

Vetted by Taffy, JaehYun