

<b>Date</b>	Friday, 23/03/2017
<b>Time</b>	1:30 pm – 3:30 pm
<b>Venue</b>	Company X Project Room - 503 TOPAZ
<b>Attendees</b>	Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane
<b>Agenda</b>	Report project progress: Overall project handover include all project artefacts, instructions. We also conduct a briefing on all our project report.

S/N	Item Discussed	Remarks
1	<b>Project Handover</b>	<p>We handover all the project artefacts to our sponsor include the following:</p> <ul style="list-style-type: none"> <li>• SQL server database file (DHL.mdf) and related log file (DHL_log.ldf)</li> <li>• Power BI report file (ODD Model Output 0-3 Final 6.2.pbix) including the following report sheets: <ol style="list-style-type: none"> <li>1. Output 0</li> <li>2. Output 1</li> <li>3. Output 2 – BA, CA, CM</li> <li>4. Output 2 – NH, RD</li> <li>5. Output 3</li> <li>6. Output 0.1 – Pie</li> <li>7. Output 1.1 – Bar</li> <li>8. Output 1.1 – Pie</li> <li>9. Output 2 – Exception Select</li> <li>10. Aggregated exception by year, month</li> <li>11. Dashboard</li> </ol> </li> <li>• Project instruction file (Database and Report Template Handover Notes v.2.doc)</li> <li>• Geospatial graph in Tableau</li> <li>• Metadata file (Metadata on Final Cleaned Data v2.0.xlsx)</li> </ul>
2	<b>Client's Response</b>	<ul style="list-style-type: none"> <li>• Output 1.1- Bar standardize x-axis. They prefer pie chart. For the aggregation data, Viviane hope to see 2 years data at once (the x-axis starts from 201601- 201709), change the line chart in dashboard to pie chart. Change font colour and font size.</li> <li>• Filter NH in tableau map. Look what checkpoint (e.g. NH), where are my failure? What time?</li> <li>• For receiver address, use the one in ODD instead OPMS since OPMS data is based on the pick-up date which is not precise compare to ODD.</li> <li>• Regarding the report of Aggregated exception by year, month, Viviane suggested us to have a line chart of all period thus they can see the trend of exceptions over time.</li> </ul>

<b>3</b>	<b>Project Timeline</b>	<ul style="list-style-type: none"><li>• Our next meeting will be on 6<sup>th</sup> of April. By that time, we are supposed to come up with all insights including geospatial dashboard in Tableau format.</li></ul>
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Prepared by,

Wu Wei

Vetted by,

Tan Yingjin, Wang Miaoqiong