Team Meeting Minutes #10

Date / Time	16th Mar 2018, 6.00pm to 7.30pm
Venue	Library, Project Room 4-5
Attendees	Taffy, Jerlyn & Jaehyun
Agenda	1. Discuss TnD graphs
	2. Discuss Sponsor Presentation
	3. Finalise Mapping of Training to TnD
	4. Understand sample Dashboard Design
	5. Discuss on dashboard contents

S/N	Notes / Task	Action by	Follow up
1	**TnD Graphs discussion** The team agreed to compare the KPI performance with the following structure. 1. Each Business Division • Common Across the year • Uncommon in a specific year 2. EMOS vs JLT • Common in both business divisions • Uncommon in EMOS • Uncommon in JLT	Jerlyn	Explore TnD Add Unique Year, Unique BU TnD columns
2	**Sponsor Presentation** **Box Plot** For the presentation to the Management of Sponsor should only have 1 boxplot to bring across the point that there are many outliers. The rest of the analysis on the boxplots could be zoomed in to have a clearer and easier time understanding the distributions. **Comparison between Training and TnD** After each analysis of the training and the TnD performance, additional slides should be created to show the explicit comparison between training and TnD to observe any correlations.		
3	**Training and TnD mapping** Previously, Warehouse training was taken out exclusively in case there was any chance of the team drilling down to specific productivity training, however, since the TnD is unable		

to clearly separate the areas of productivity to properly map to specific areas of productivity training, the team decided to recombine Warehouse and Others as Productivity Training.

Below is the mapping that the team will use:

Training	TnD
HSEQ	Safety
HSEQ	Quality
Productivity	Productivity

Dashboard

The team reference to this Dashboard during the discussion.

Past 12 months

The actual TnD data will be plotted for each month in the past year and it will not ne accumulative

Red Dot

This indicated is that section is under/over performing in comparison to the target.

% of Target

- Actual = Black bar
- 50%, 75% and 100% will be in grey overlaid behind the actual black bar.
- Target = Black line

Dashboard contents

1. TnD

This section includes Safety, Quality and Productivity. Training and TnD performance achievements should be compared visually.

- **Type of Training**

For training, the graph would plot the **Count of training against HSEQ and Productivity** as the overarching course category. Against. Drill down can be done when the used clicks on the Productivity Bar and the graph displaying the

Jerlyn

Try to design dashboard for TnD Section

distribution of different productivity training such as Warehouse, Packaging, Bagging will appear to further investigate or gain deeper insights to the initial observation of the overall trend.
 	
• **Provider**
A graph on the Count of training against Provider could be plotted across the past 12 months. Drill down into the competency of the training can done when the user clicks on either of the bar to study the **count of trainings conducted against the Level of Competency (A, Not yet competent, Competent, Competent to train others)**
 	
• **Training hours**
Density curve can be plotted, and the graph could compare YTM (year to month = last year same month) which is shaded and overlaid with the current month's plot. This graph was chosen to account for seasonality, this make the assumption that events that occurred at the beginning of the year from year to year are similar thus, comparable.
 	
2. Expenditure
   • All
   • New Hires and Wastage
 	
3. Training Plan
   • New Hires Left
   • Existing Left
 	
4. Summary
   • Overall TnD Performance
   • EMOS weighted score
   • JLT Weighted score
Due to the uncertainty of how scores are calculated and how weightage are utilised. 2017 weightage should be used and applied to the rest of the years.
	Jaehyun
	
	Taffy
	
	Jerlyn
		Try to design dashboard for Expenditure Section
		
		Try to design dashboard for Training Plan Section
		
		Email Sponsor on how weightage are used.

Vetted by Taffy, JaehYun