ANLY482 Supervisor MEETING MINUTES
(13 Feb 2018)

Date:	13 Feb 2018
Time:	16:00 – 17:00
Venue:	SIS Meeting Room 4.3
Attendees:	Team: Prof Meena, Ruiyan, Qian, Nicholas
Agenda:	1. Update the data issue 2. Go through the data exploration and share about the findings.

S/N	Things Discussed/Done	Remark
1	Update the data issue	• The most important data (award status) is missing for customer B. We have raised the issue to our sponsor and wait for their reply. Now, we only have one customer data to work on. • To be more active when communicating with sponsor.
2	Go through the data exploration and share about the findings	• Main objective: find out what are the key factors that influence the bidding result (awarded/ not awarded). • Why DGF gains the contract despite higher prices? Is it for particular destination/ origin? -> link different factors and bundle them in our analysis. • Think of how the price difference between DGF offer and customer target, route information, transit time influence the bidding result. • Link those information in our data exploration and visualization to find more insights. • Ask ourselves higher level questions when doing analysis, such as what are the bidding strategies that we can suggest to our sponsor, and what are the categories of customer's bidding behaviors that we can identify? Question from us: • How to deal with 'customer request transit time'? It contains value, such as '3', '3-6 days', '10+'.

		Can we only take the maximum transit time? Suggestion: this is a business question. We could ask sponsor whether maximum transit time is important enough to keep for analysis. • Can we remove induvial charges and only keep the total charge? Suggestion: check with sponsor, ask what are the important variables, and keep them for our analysis.
3	Project management	• How do we plan to build the tool? Suggestion：using Power BI, which is free and DHL is familiar with. • Update timeline before midterm presentation. • Give numbers/figures for midterm - initial number of columns, what columns we have trimmed, what data cleaning we have done. • Present key findings/ insights and updated scope of work. • Main point of midterm: what are our next steps? What methodology that we will use to build a model? If we will build a model, how will we prepare the data for it?

Item Due (Team) / Actions
Deadline: Feb 21 1. Fully clean the data. 2. Link more variables during analysis to find insights. 3. Try more data exploration and visualizations to find out the reason behind gaining contracts despite higher price. 4. Update timeline and refine scope of work. 5. Ask sponsor whether he is comfortable with Power BI. 6. Ask sponsor about how to deal with 'customer requested transit time'. 7. Confirm with sponsor about the important variables.