

Date	Friday, 12/01/2017
Time	9:00 pm – 11:30 am
Venue	Company X Project Room - 503 TOPAZ
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane
Agenda	Discuss on the project data and project timeline

S/N	Item Discussed	Remarks
1	Data	<ul style="list-style-type: none"> • ODD, mostly B2C, is a subset of the ODM data file. Come out with something better than the current ODM system • Went through the discussion of the metadata and was provided by the Client Access data files <ul style="list-style-type: none"> ○ Provided by the system OPMS, would be focusing on ODM IB (Inbound) • ODD data (Performance reports) [Done by DHL Global IT team] <ul style="list-style-type: none"> ○ Shipment performance ○ Trend Analyzer ○ ODD Model • Output0 (ODD data) is what the Client prefers to talk to other managers. The information columns such as: (With Exception) <ul style="list-style-type: none"> ○ BA (Bad Address) ○ CA (Closed on Arrival) ○ CM (Company Moved) ○ NH (Not at home) ○ RD (Refused Delivery) • Blacklist → Preferred not to be notified PN (1) → AR → WC (2) → DC (Distribution Centre) → customer
2	Project	<ul style="list-style-type: none"> • Reporting Wizard data format should be maintained as it is still used by the upper management. This is most probably be done in PowerBI • Main task as summarized by the Client: <ul style="list-style-type: none"> ○ Construction of a database to store both ODM and ODD data. SQL database is what they are using currently in other departments. ○ A visualisation from database from PowerBI, a dashboard. ○ Come out with new observations from the dataset provided. •
3	Project Tools	<ul style="list-style-type: none"> • The Client reconfirms with the team of the use of PowerBI for the final product • Our team suggested the use of JMP and SAS in the data cleaning process

		<ul style="list-style-type: none"> • In terms software of database, the client has no preference. Our team thought the capacity could be an issue for our project
4	Past Analysis	<ul style="list-style-type: none"> • Data visualisation from Excel data (Priority 2) For weekly reporting in MS ppt done weekly on Monday • Performance KPI charts are generated from the MS Access data, MS Access Data very important. • B2B, B2C Purely classified via Postal Code, depending on the classification of the Singapore Government on which are residential / commercial postal codes.
5	Project Timeline	<p>Project Timeline</p> <ul style="list-style-type: none"> ○ 15 Jan → Start ○ 15 March → Part & Part 2 (Database setup + Visualisation) ○ 31 March → Handover ○ 01 to 21 April → Testing & Debugging ○ 22nd April → End of project

Prepared by,

Tan Yongjin & Wu Wei