Internal Meeting Minutes 4

Date: 30th January 2018

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| Present: | Russell, Weilun, Jing Ying |
| Venue: | SMU IS Project Way |

## Agenda

* Review minutes with sponsor
* Discuss on what our new project will be on
* Discuss new work assignment and Gantt chart

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| Time | Details | Person In Charge | Status |
| 15:00 | Reviewed the minutes of the meeting which we had with the sponsor earlier that day.Our new project will be on ABC analysis for the warehouse for one of their client. Our sponsor will be giving use the Outbound orders and Locator information for at least 3 years of data.ABC analysis is about how fast-moving or slow-moving the goods are and based on that, we are supposed to propose a better way to organize the warehouse. |  |  |
| 15:10 | We discussed on what we plan to do which includes analysis for the new goods, seasonality plans, market basket analysis and possibly analysis on the destinations of the shipment.We also discussed on the new plans since we are now lagging. Our Gantt chart will be changed accordingly, and this will be done by Weilun.We will be squeezing the tasks to be completed before Interim and this will be recorded in our Change Management on Wiki.We have also assigned every Sunday to be kept for AP, on top of every Tuesday and Friday which was originally planned.We will also backup our previous Wiki information as “Previous” tab in our team’s Wiki so that it can still be easily referred to. | Weilun | Complete |
| 15:30 | We will be meeting Prof Kam tomorrow to share with him about our new project to see whether it is suitable for AP. |  |  |