Supervisor Meeting Minutes #9

Date / Time	15th March 2018, 3.00pm to 4.00pm
Venue	SIS, Meeting Room 4.1
Attendees	Taffy Joan, Jerlyn
Agenda	1. Dashboard Clarification
	2. KPI (TnD) Analysis
	3. Employee status
	4. Administrative Matters
	a. Wiki for meeting minutes
	b. Final Paper requirements
	c. Company presentation

S/N	Notes / Task	Action by	Follow up
1	**Dashboard** The team clarified with Prof Kam on what dashboard software should be used because the sponsor currently uses Excel. **Sponsor's Approval of Dashboard** Prof commented that the team should convince the sponsor on the benefits of migrating their dashboard to PowerBI instead. He listed a few advantages 1. Compatible with Excel because it is a Microsoft tool, input data is still drawn from Excel 2. Better visualisation, higher functionality (able to drill down) compared to Excel 3. Free of charge To help the sponsor transit comfortably, the team need to provide them with • **Template**: to introduce it to them and allow them to interact with it. • **Proper Documentation**: this would facilitate the handover • **Research**: Why PowerBI better than Excel		
2	**TnD** The team shared with Prof how the Achievement scores were calculated. **Problem 1: Uncommon KPI across Business Units** Prof commented that the Achievement Score would not be an accurate reflection because EMOS and JLT are not comparable due to the different nature of jobs and different number of components measure in the TnD. If a comparison is necessary, only the common measure items are comparable. Thus, the team should analyze the TnD in 2 ways. • Common Components o EMOS and JLT • Uncommon Components	Taffy Jerlyn Jaehyun	Plot the Achievement Tiers for each business division instead Plot Common components Plot uncommon components

	o JLT specific
	    o EMOS specific
	Point to note, the Dashboard to include ALL components.
	
	Problem 2: Uncommon KPI across the years for each Business Unit
	
	Prof Kam advised us that it is not necessary to look so far back in time. For the dashboard, short term close comparison of the KPI performance is more important.
	   • Current Month vs Same Month Last year
	   • Current Month vS Past 12 months
			for each business unit

3	**Time Series Graph**: Prof Kam commented that Line Graphs should be chosen over a bar graph when comparing the 2 business divisions across the years to see the trend instead of a Bar graph.		
4	**Employee Status** The team revisited the issue of not being able to plot a time series graph on the Employee Status because of the use of Parameters. Prof advised that it is more important to ensure that our dashboard should be adapted to this. PowerBI supports the use of parameters however, it is less robust as Tableau. The team would need to make use of **Power Pivot** to do this. It is similar to Excel's pivot table		

5	**Administrative Matters**
	  1. **Wiki Access Rights**
	The team consulted Prof Kam on how we could give access rights to documents on the Wiki to only him and the team. Prof replied that all confidential documentations should only be submitted on Elearn
	
	  2. **Final Paper requirements**
	This is a research paper that is focused on Phase 2 of the Project on Dashboard design. Research needs to be done on to justify the dashboard developed.
	   • How professionals design dashboards
	   • What the considerations they have and
	   • Relate it back to the team's project.
	
	  3. **Company presentation**
	The team informed the Prof that a management presentation is required by the Sponsor. Submission of company presentation slides is not necessary but Prof Kam suggested that the team should rehearse with him before the actual presentation.
		All
		
		All
			Research on Dashboard Design
			
			Learn how to use PowerBI

Vetted by: Taffy and Jaehyun