

MAnalytics Practicum, Team DHL – Project Sponsor Meeting 6

Meeting Date & Time	4:00 – 5:30 pm, 8 th March 2018
Meeting Location	#12-01, DHL Office, The Gateway, 150 Beach Road
Agenda of the Meeting:	Presentation of Mid-term deliverables

Attendance		
Akshay Nayak	Team DHL, SMU	[Present]
Shalabh Verma	Team DHL, SMU	[Present]
Warren Chong	Project Sponsor, DHL	[Present]
Calyn Kuah	Project Representative, DHL	[Present]
Eileen	Project Representative, DHL	[Present]
Valisa Ang	Project Representative, DHL	[Present]
Priscila Chong	Project Representative, DHL	[Present]
Ricardo Delle Vedove	Project Representative, DHL	[Present]
Wei Khyuan	Project Representative, DHL	[Present]

S/No.	Task List	Actionable by
1.	Shalabh Presented the 'BU Analysis' to the clients. Calyn mentioned to change business units to customer in the 'BU Analysis' sheet on Power BI	Team SMU
2.	Calyn mentioned that if the team is using 53.55K records in the Average chart, then use these records throughout for the other charts as well.	Team SMU
3.	Wei Khyuan mentioned the need to have a filter that allows the user to choose a representation with all the data and then a cleaner version. Or alternatively, one sheet with all the clean data and one sheet with raw data.	Team SMU

4.	Ricardo pointer out whether it is possible to do a missing data or a negative data analysis from the different legs of the journey on Power BI itself. Like a table representation of the missing data etc (as shown on the mid-term slides)	Team DHL SMU
5.	<p>Date from and to mention as house bill date 'from' and 'to'.</p> <p>Also, 53.55K mention that this is the number of shipments, it should have a label</p> <p>Due date is by right somewhat the contractual time</p> <p>'ORG' should be fully named as Origin and 'FDST' should be fully named as 'Final Destination'</p> <p>For FLY_TYPE change it to 'Cargo' 'Passenger' and 'Others'</p> <p>Add Gateway origin and Gateway destination slicers – it is important</p> <p>Service code was mentioned in the previous email, need to add in the slicer</p>	Wei Khyuan mentioned changes
6.	Calyn asked for mid-term slides for her own record to get an overview of the existing dataset	Team DHL SMU
7.	Check whether there are duplicate sets of HAWB number in the 2017 dataset (Roughly 26)	Team DHL SMU

8.	Clean up all the existing slicers, clean up the main sheet and then 'BU Analysis' and then send all of the stuff to the respective DHL personnel	Team DHL SMU
9.	Run through with the girls team and inform by Monday (12 th of March) to DHL team whether during Thursday's meeting we will be able to present a combined sheet or not	Team DHL SMU