Team Meeting Minutes #3

Date / Time	22nd Jan 2018, 2.00pm to 5.00pm
Venue	SMU Library, Project Room 3-5
Attendees	Taffy Joan, Jerlyn & Jaehyun
Agenda	1. Understand Data – KPI
	2. Discuss how to plot Employee Staff Group status
	3. Preliminary discovery on insights
	4. Categorise Course titles

S/N	Notes / Task	Action by	Follow up
1	**Understand Data - KPI** Target for JLT is lower than EMOS Number for JLT < EMOS • Any Ratio of JLT and EMOS to make fair comparison • What is estimated score: lower score is good or bad • Can use score to compare JLT and EMOS to prove JLT underperforms EMOS	Jerlyn	Email Company to clarify data COMPLETED
2	**Employee Staff Group Status** • What chart to plot single Employee's movement of status over the years? Graphs we want to plot • Side by side Department Training frequency (%) for JLT and EMOS		
3	**Insight** Frequency of training by department • EMOS Top: Warehouse 40% • JLT Top: Operations 40% EMOS Operation training 0.1% VS • JLT Operations training 40% Common training between JLT and EMOS: • Operations • Technical		

4	**Categorise Course Title** To be used for analysing if JLT or EMOS Provider have different training standards according to the type of competency (1,2,3 or A)		

Vetted by: