

Date: 04 February 2016

Time: 02.35pm to 03.10pm

Venue: SMU School of Information Systems
Level 4

Attendees: Leong Junkang, Gabriel – Team Skulptors Member
Tan Siying – Team Skulptors Member
Zhou Xuanyi – Team Skulptors Member

Absentees: NIL

Agenda:

1. UI discussion
2. Allocation of work
3. Planning of deadline

Discussion:

1. Allocation of tasks
 - a. Inbound analysis
 - i. Siying
 1. Changing of control chart ratio
 2. Designing of navigation bar
 - ii. Xuanyi
 1. Integration
 - iii. Gabriel
 1. Data set amendments. To include back the deleted transaction codes. And add all outbound data into 1 csv file.
 - iv. All
 1. Conversion of quantity to pallet
 - b. Outbound analysis
 - i. Siying
 1. ABC Sorting and designing. This include the input form for sponsors to key in the ABC limits. It also include search bar for users to search for the particular SKU.
 - ii. Xuanyi
 1. Timeframe
 - iii. Gabriel
 1. Shortlisting of top 20 SKU
 - iv. All
 1. Mock up version of warehouse utilization

2. Setting of deadline for milestones.
3. Discussion of possible data and d3.js exploration.

Action Items:

No.	Task	In-charge	Due date
1	Allocation of next meeting with sponsors.	Gabriel Leong	15 January 2016
2	<ul style="list-style-type: none">• Data Cleaning• Shortlisting of top 20 SKU	Gabriel Leong	21 February 2016
3	<ul style="list-style-type: none">• Integration• TImeframe	Zhou Xuanyi	21 February 2016
4	<ul style="list-style-type: none">• Changing of control chart ratio• Designing of menu• ABC Sorting and designing (Include search bar)	Tan Siying	21 February 2016
5	<ul style="list-style-type: none">• Conversion of quantity to pallet• Mock up version of warehouse utilization	Team Skulptors	21 February 2016
6	Update of wiki	Gabriel Leong, Tan Siying	21 February 2016

The meeting was adjourned at 03.20pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Leong Junkang, Gabriel

Vetted and edited by,



Tan Siying