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| Supervisor Meeting 2 |
| 2.2.2016 | 09:30AM | SIS Level 5 |
| Meeting called by | Professor Kam |
| Type of meeting | Project Consultation |
| Facilitator | Professor Kam |
| Note taker | Yap Jessie |
| Timekeeper | Tan Jhun Boon |
| Attendees | Oh Peng Ho (PH), Tan Jhun Boon (JB), Yap Jessie (YJ), Professor Kam (PK) |
| Sales-Labor Data |
| 5 MIN | Oh Peng Ho |
| Discussion | Presented cleaned sales-labor data, to be used for clustering of staff in order to identify the best performing staff, and the relevant attributes involved in being the best performing staff |
| Conclusions | Sales may not a reasonable assessment of staff performance. How should we assess in an unbiased way? Furthermore, staff may move in and out of the cash register, and others take over. How do we know who is manning the cash register at a particular point in time? |
| Action Items | Person Responsible | Deadline |
| Visit Teppei Syokudo to observe staff rotations, find out how to attribute to sales to a particular staff | PH, JB, YJ | 15 Feb 2016 |
| Find out how to extract cashier information from POS system | PH, JB, YJ | 15 Feb 2016 |
| Tools To Use |
| 5 MIN | Oh Peng Ho |
| Discussion | What kind of tools will we use? Do we freeware or is it ok to use programs that the sponsor will need to pay for if used in the long-run? |
| Conclusions | Look into Rapidminer and R. Though R may be a little bit of an issue as it requires coding knowledge. |
| Action Items | Person Responsible | Deadline |
| Look into Rapidminer and other tools that can be used for analysis | YJ | 15 Feb 2016 |
| Is A User Interface for Client Required? |
| 5 MIN | Oh Peng Ho |
| Discussion | Presented rough draft up of UI on excel macro file where client will be able to update the database with new staff and sales data. The UI will generate a report on new KPIs and Market Basket Analysis. Should we continue on this and provide it to the client? |
| Conclusions | Yes, essentially the project should be sustainable and provide something useful for the client preferably in the long-run and not just a one-off project. |
| Action Items | Person Responsible | Deadline |
| Complete UI | Oh Peng Ho | 17 April 2016 |
| Point-of-Sale Data |
| 5 MIN | Oh Peng Ho |
| Discussion | Presented cleaned POS data, to be used for market basket analysis. Would be interesting to find out if certain products were purchased on particular days/timings. Weekday vs Weekend, Lunch vs Dinner customers. |
| Conclusions | Use Associations method to analyze data. |
|  | Separate analysis for both outlets. |
|  | Identify similarities and differences between both outlets. |
|  | Do overall analysis, then add a slicer to look into the data |
| Action Items | Person Responsible | Deadline |
| Include date, day, and time information to identify patterns in product purchases. | YJ | 9 Feb 2016 |
| Find papers on associations rule (3 from the technique itself, 3 from the applications/practice itself) | PH | 21 Feb 2016 |