Date	Friday, 27/10/2017
Time	9:00 pm – 11:00 am
Venue	Company X Project Room - 503 TOPAZ
Attendees	Prof Kam, Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane
Agenda	Get start with Company X's data and basic operations

S/N	Item Discussed	Remarks
1	**Data**	Viviane introduced on the data: • 2 sets of data, which are retrieved from data warehouse every two weeks • Dataset 1 consists in-bound delivery data from overseas to Singapore (in .mdb format); dataset 2 consists on-demand delivery data of mostly B2C business (in .xls format) • Metadata of the two datasets are different although there are overlapping variables
2	**Operations**	Viviane introduced the operations of their company: • When an order is made, an estimated date of delivery would be given to the customer for reference • When the item is ready for collection, they would send a message to the customer except for those customers who are "blacklisted" (blacklisted means some partner companies do not want a delivery message) • ODD data will track the state of first-time delivery to indicate how punctual the first delivery is
3	**Analysis**	Viviane showed us some past analysis report on ODD data which has breakdowns of all states of first-time delivery.
4	**NDA**	Our team and professor Kam signed NDA with the client

Prepared by,

Wu Wei