

## Supervisor Meeting Minutes #4

**Date / Time** 14<sup>th</sup> Feb 2018, 3.00pm – 3.30pm

**Venue** School of Information System, Meeting Room 4.5

**Attendees** Jerlyn, Jeahyun & Taffy

Agenda 1. To share concerns regarding Tnd data with Prof

2. To share project progress

S/N	Notes / Task	Action by	Follow up
1	TnD data  Weightage of components differ across years as		
	<ul> <li>Effect on analysis depends on how the company uses the weightage and weighted score</li> <li>Should there be different components for each year, data cannot be company how Tnd components are used</li> </ul>	Jerlyn	Email sponsor on inconsistency in Tnd measurements. (COMPLETED)
	<ul> <li>Unit of Measure</li> <li>UOM (50%,75% and 100%) need not be prorated from target</li> <li>For analysis , plot bullet graph to show whether target/UOM is met</li> </ul>	Taffy/ Jaehyun	For further actions upon clarification of inconsistencies
	Possible direction: Tnd data cross reference with new recruits  Comparison between safety performance for new recruits before undergoing training and after undergoing training  However, to do so, must be able to trace incident to employee ID (incidents caused by new recruits)  No data available hence the team will not be exploring	-	No action required
2	Employee Turnover		
	Team should focus on this area since more can be explored in this direction		



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Employee turnover should be broken down into these 2 levels		
1 New III es		
o Left		
<ul><li>Stayed</li></ul>		
Existing staff		
o Left		
<ul> <li>Stayed</li> </ul>		
For each group, the following should be analysed		
<ul> <li>Count of training (tiered) - frequency of</li> </ul>		
employees (e.g in each year, how many		
employees have more than 10 placements,		
how many have more than 20 placements)		
<ul> <li>Box plot for distribution of employee</li> </ul>	Jaehyun /	To plot respective
training placement count	Taffy	graphs on Tableau
<ul><li>each dot = employee</li></ul>		
<ul><li>position of dot = count of training</li></ul>		
placements		
<ul> <li>Type of training they go to</li> </ul>		
<ul> <li>Top 5 training course they go to</li> </ul>		
<ul> <li>Average training hours and placements</li> </ul>		
• Etc.		
Time series analysis for all 4 groups		
Time series of average of training hrs		
Time series of average placement		
External vs Internal training		
<ul> <li>Total wastage cost incurred on new</li> </ul>		To plot on Tableau
hires that left and those who left	Taffy / Jerlyn	/ Excel
Three that left and those who left		
	All	To prepare interim
Data discovery on slides	All	slides by next
		consultation
		CONSUITATION

Vetted by: Jerlyn and Jaehyun