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| Project Scope |
| 12.7.2015 | 10:00 PM | Google Hangouts |
| Meeting called by | Oh Peng Ho |
| Type of meeting | Team Meeting |
| Facilitator | Tan Jhun Boon |
| Note taker | Yap Jessie |
| Timekeeper | Yap Jessie |
| Attendees | Oh Peng Ho, Tan Jhun Boon, Yap Jessie |
| Sponsor Confirmation |
| 20 MIN | All |
| Discussion | DFS and ShopBack does not have a project for us. Jessie’s uncle did not respond to messages. |
| YCP offered a project on Teppei Syokudo. Teppei Syokudo is a takeaway concept restaurant.* Project is three-fold: 1) evaluate effectiveness of current staff performance KPIs, so as to find out whether these are the right KPIs, 2) develop new detailed staff performance KPIs specific to different appointments (staff and manager). We should also provide numerical targets thereafter. 3) Provide recommendations in a handbook/manual to improve staff performance in accordance with KPIs.
* Project will cover 2 outlets, Millenia Walk and Republic Plaza
* Type of data available: Sales data broken down by products, Labour data broken down by days of the week, POS system data
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| Conclusions | Only available option at this point in time. Should be a possible project to work on. To consult Prof Kam on this. |
| Action Items | Person Responsible | Deadline |
| Consult Prof Kam on YCP/Teppei Syokudo as sponsor | Jessie & Peng Ho | 13 Dec 2015 |