Date	Tuesday, 20/02/2018
Time	13:00 – 19:00
Venue	LKS Lib proj. 4-14
Attendees	Tan Yong jin, Wu Wei, Wang Miaoqiong
Agenda	1. **Improve output0 report (create hierarchy to enable drill down function)** 2. **Join ODD and OPMS data by SQL query** 3. **Data cleaning – data transformation, where to clean data**

S/N	Item Discussed	Remarks
1	**Improve output0 report (create hierarchy to enable drill down function)**	In this meeting, we mainly focus on improving ODD report (output0). We added drill down features by using hierarchy to enable multiple later drill down in a single chart.
2	**Join ODD and OPMS data by SQL query and query validation**	As ODD report data contains data columns from OPMS, we need query to join ODD and OPMS table together. We used AWB, ShipperAccount and the newly created column, namely RecordMonth columns in ODD dataset to left join with OPMS data. In OPMS, we got the substring of startclock_day to get Year and Month value so as to join ODD data.
3	**Data cleaning – data transformation, where to clean data**	We also discussed some problems encountered for data cleaning, for example, where to perform data cleaning. Our team proposed two options, one is clean data before importing it into database, one is clean data on powerBI. After careful consideration, we decided to go for option 2 which is doing it on powerBI, so as we can keep the raw data, this is also one of requirements requested by our clients.

Prepared by,

Wang Miaoqiong

Vetted by

Tan Yong jin and Wu Wei