ANLY482 Meeting Minutes with Sponsor
(2 Feb 2018)

Date:	2 February 2018
Time:	16:00-17:00
Venue:	DHL Customer Solutions and Innovations
Attendees:	Team: Ruiyan, Qian, Nicholas, Sponsor: Jeff Neo, Wesley Boo, Aziz-ur Rahman
Agenda:	Sponsor Project Overview

S/N	Things Discussed/Done	Remark
1	Presentation by sponsor on project expectations	• DHL CSI is mainly in charge of the companies' top 10 customers • Customers open up tenders to various service providers such as DHL, who then bid for the contracts. • Different rounds of bidding help to fine-tune the pricing, and from past records, generally if DHL's pricing is above the customer's target price or if DHL's transit time is better than the customer's expected transit time, then the contract is awarded Sponsor wishes to have a bid diagnostic tool which helps perform analysis on input data, identify gap sensitivity as well as a model which helps advise on the pricing strategy
2	Preview and discussion of preliminary data	• Major influencing factors include the rate bundling strategy – the origin location, destination location and customer division, as well as whether the customer is new or incumbent • Data only consist of air freight data for consistency. Analysis to be done on factors such as service coverage, region, and different kinds of services (express, standard, deferred). Services

		may also differ between airports and consignee doors, some customers use different providers for one route (domestic providers for door to airport, and DHL for airport to airport or vice versa) • Analyse how the rate has changed over the years, and the factors affecting it.
3	Additional information to look at	Look through the web for literature research and similar data analysis of contract bidding data.

Item Due (Team) / Actions
Deadline: Before next Friday's sponsor meeting.   1. Begin data cleaning, and clarify column definitions and values with sponsor next meeting.