

# Supervisor Meeting Minutes #1

**Date / Time** 13<sup>th</sup> Jan 2018, 10.00am to 10.30am

**Venue** School of Information System, Study Corner

**Attendees** Taffy Joan, Jerlyn & Jaehyun

**Agenda**

1. To share and discuss nature of project with Prof Kam
2. Identify scope of project and obtain approval from Prof Kam

S/N	Notes / Task	Action by	Follow up
1	<p>Upon sharing project nature, Prof Kam noted that the business problem is unclear and lack in the analytics aspect relevant to the scope of the project.</p> <p>He has advised the team to identify the motivation for better hiring and training processes (e.g. incompetent workers could be the the reason for delay in order fulfilment). Prof Kam also suggested other areas that the team could explore such as seasonality, time series etc</p> <p>Other possible questions raised was if mismatch of competency of workers and job orders was a reoccurring issue or different types of issues.</p>	Taffy, Jaehyun and Jerlyn	1) To discuss and draft business problem statement
2	<p>Some of the concerns raised by the team is the objective of the project.</p> <p>Prof advised that the objective of the project could be to address business problem pertaining to the human resource department</p> <ul style="list-style-type: none"> <li>• High attrition rate</li> <li>• Incompetency of workers hired</li> <li>• Underperforming departments               <ul style="list-style-type: none"> <li>○ E.g Certain departments may be facing more difficulty in matching competent workers to job orders as</li> </ul> </li> </ul>	Taffy, Jaehyun and Jerlyn	1) To follow up with company on proposed business problem statement and objective of project 2) To sign NDA and obtain raw data

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	<p>compared to other departments</p> <ul style="list-style-type: none"> <li>• Poor job performance</li> </ul> <p>Prof Kam also advised that a possible outcome of the project could be to build a dashboard (if they do not have) to address the business problem. The team is recommended to bounce back to the company on the proposed problem statement and objective of project for further discussions.</p> <p>Prof Kam suggested splitting the project into 2 phases.</p> <ul style="list-style-type: none"> <li>• Phase 1: Address specific business question. For example, find out which process/department has the highest error rate/complaints</li> <li>• Phase 2: If the investigation is useful, proceed to narrow down to build a model which could help predict and gain understanding of critical factors that can alleviate the problem</li> </ul>		
<b>3</b>	<p>Taffy clarified if more data can be obtained from the company during the course of the project.</p> <p>Prof Kam confirmed that the NDA does not state that the company must only provide data at the start of the project hence the team is able to obtain more data from the company (if possible) whenever needed for the project.</p>	-	-