

Date	Friday, 26/01/2017
Time	1:30 pm – 4:00 am
Venue	Company X Warehouse (Distribution center) Company X Project Room - 503 TOPAZ
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane, Colin
Agenda	Understand the delivery distribution process and report project progress.

S/N	Item Discussed	Remarks
1	Delivery Process	<ul style="list-style-type: none"> • The delivery parcel is tracked through the whole process from the beginning. • AWB number is a unique identifier for each delivery within a three-month-period. In other words, the records of delivery are kept in database up to three months. • There are multiple checkpoints to record the location, timestamp, status and eligibility of the delivery. • For each delivery exceptions, there are multiple checking points to fulfil. E.g. Bad address could be due to the wrong formatting of address provided by users, or due to incoherence of physical address and postal code • “OK status” refers to the final successful delivery of parcels. It concludes the whole delivery process and it is independent on number of exceptions occurred. (Exceptions can be resolved) • All parcels are distributed on the day of its reception (generally they do not keep parcels in the warehouse) unless users have special requests. • On-demand Delivery is only for customers with specific delivery date & time, or delivery requests like deliver to neighbours or deliver to a temporary location • An app is used by employees to scan the AWB bar code to check its whole delivery information. Customers can check the status or delivery by entering their own AWB number online to retrieve their delivery information.
2	Data Structure	<ul style="list-style-type: none"> • Wu Wei asked to store filtered data into the database as our project team felt excessive number of columns could affect the performance of data analysis. • Colin agreed to our opinion but he pointed out that number of columns does not affect performance too much while number of rows is more crucial to the performance issue.

		<ul style="list-style-type: none"> • Colin told us in IT field people would like to keep blank columns for future usage, it is a common way to handle expected values in the future. • Colin suggested us to use two tables directly without breaking down the data groups further as the focus is on data analysis
3	Project Objectives	<ul style="list-style-type: none"> • Our team confirmed the primary objective with Viviane as we all agreed that monthly/weekly Exception report and breakdown is their primary goal. • Besides descriptive data analysis, Colin wanted us to give them a more precise objective on diagnostic analysis. We suggested to find potential correlations between exceptions and other factors like delivery origin. • Predictive analysis is unlikely to be listed as our objective as it reaches beyond our capability within 3-month time.
4	Project Progress	<ul style="list-style-type: none"> • The team reported the current progress to the clients. They were okay with the current progress but wanted us to bring out more meaningful findings and progress in the future meetings.
5	Project Timeline	<ul style="list-style-type: none"> • We went through our schedule with our clients. So far they were satisfied with our planned milestones and checkpoints.

Prepared by,

Wu Wei