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| Sponsor Meeting 2 | | | | | |
| 2.2.2016 | | 09:00 AM | | Google Hangouts | |
| Meeting called by | Oh Peng Ho, Tan Jhun Boon, Yap Jessie | | | | |
| Type of meeting | Sponsor meeting | | | | |
| Facilitator | Tan Jhun Boon | | | | |
| Note taker | Yap Jessie | | | | |
| Timekeeper | Tan Jhun Boon | | | | |
| Attendees | Oh Peng Ho, Tan Jhun Boon, Yap Jessie, Itaru Nagao | | | | |
| Project Update | | | | | |
| 5 MIN | Yap Jessie | | | | |
| Discussion | Presented cleaned sales-labor data, to be used for clustering of staff in order to identify the best performing staff, and the relevant attributes involved in being the best performing staff. Issue with being unable to identify when sales are attributed to a particular staff’s efforts. | | | | |
| Presented cleaned POS data, to be used for market basket analysis. | | | | | |
| Conclusions | NIL | | | | |
| Action Items | | | Person Responsible | | Deadline |
| NIL | | |  | |  |
| Data Clarifications | | | | | |
| 10 MIN | Tan Jhun Boon | | | | |
| Discussion |  | | | | |
| 1) There is no formal labor roster to identify who is in charge of the cash register at a specific hour. We will make assumptions based on process observation during site visit. | | | | | |
| 2) There is no fixed time for lunch hour. Outlets have started to use timecards, but not sure how strictly it is being applied. Break period can be assumed to be around 2-4pm and staff go one-by-one. | | | | | |
| 3) '@' in receipts means it is a set meal promotion. eg: on top of a kaisendon, can choose one topping and one drink | | | | | |
| 4) There are certain typo errors in the POS data due to programming errors (e.g. greeen tea) | | | | | |
| 5) The way the staff enters an order can affect the way it appears in POS receipt  (e.g. one line item : kaisendon qty:2 vs two line items (kaisendon, kaisendon) | | | | | |
| 6) Before 19-Jun 2015, Ton-chan's working hours were not recorded in 'Labour input sheet'. Can we assume that that is because he was at MW 100% of the time? If that is so, how should we go about finding out which days were his rest days before 19-June 2015?  A: Nagao-san will send the records of full-timers' (e.g. Ton-Chan, Jenney or Hagiwara-san) working days from 1-Mar 2015 to 18-June 2015 as we only have records of part-timers' work hours during that period. | | | | | |
| 7) If we were to use paid software/programs for analyses, will Teppei Syokudo be able to support us in this? Or will Teppei syokudo prefer to just use freeware?  A: Freeware | | | | | |
| Conclusions | NIL | | | | |
| Action Items | | | Person Responsible | | Deadline |
| Send records of full-timers to the team | | | Nagao-san | | 16 Feb 2016 |
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| Next Steps | | | | | |
| 5 MIN | Tan Jhun Boon | | | | |
| Discussion | Once we receive all the data and have cleaned them, we will go into the analysis – clustering of sales-labour data, and market basket analysis of POS data. We will use freeware to run the analyses. | | | | |
| The team plans to visit MW and RP stores in the coming days and will let Nagao-san know in advance. The purpose will be to observe in detail the POS entering process and the labour task allocation process | | | | | |
| Conclusions | Ok to go for site visit, inform Nagao-san beforehand | | | | |
| Action Items | | | Person Responsible | | Deadline |
| Inform Nagao-san when the team intends to go for site visit | | | Tan Jhun Boon | | 13 Feb 2016 |