

Supervisor Meeting Minutes #10

Date / Time	27 th March 2018, 5.00pm to 5.30pm
Venue	SIS, Meeting Room 4.6
Attendees	Taffy Joan, Jerlyn
Agenda	<ol style="list-style-type: none"> 1. Sample Data 2. TnD <ol style="list-style-type: none"> a. Negative Values b. Inconsistent Target calculations 3. Density Plot (histogram) 4. Report Structure

S/N	Notes / Task	Action by	Follow up
1	<p>Sample Data</p> <p>The team clarified if sample data was needed to generate the dashboard since only yearly data was made available to us. Prof replied that if intermediate tables are needed, the team need to either</p> <ul style="list-style-type: none"> • Pull the table out from the existing staff list (raw data) OR • Propose to the company to restructure the way they collect and maintain their data with good reasons to support this recommendation. <p>Missing staff ID</p> <p>Highlighting the issues of missing employee ID in the dataset, Prof advised the team not to replace these missing IDs. He informed us that it is alright if that the past data does not allow us to conclude is the employee status, however, moving forward, subsequent data collected monthly by the company should be able to capture this information. The tracking of employee status would take effect from the implementation of the dashboard.</p>	Taffy	Prepare the raw staff list data to be used in the dashboard
2	<p>Research Paper</p> <p>The main purpose of the research paper is to elaborate on the team's dashboard design.</p> <p>Explanations such as why the dashboard only reflects high attrition rate in Dec should be included. This is due to the limitation of the sample data provided.</p>	Taffy	Reorganise the structure of research paper
3	<p>Dashboard</p> <p>Prof Kam pointed out the need to make better choices with the dashboard colour scheme. Single colours with different gradient should be used. There should be sufficient colour contract between the realised values and the target values. For example, if black is used for the actual, the target value should be of a light shade.</p>		
4	<p>Inconsistent measure of KPI</p> <p>The team pointed out the issue of having accumulative quarterly tracking for Safety and Quality KPIs, but monthly average tracking for Productivity KPIs.</p>	Jerlyn	Email sponsor to understand why safety and quality

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	<p>Prof advised the team to check with the sponsor if there are any reasons for the discrepancies. Should the sponsor have their valid reasons for using different tracking approaches for the various KPI components, the team should build the dashboard in accordance to their system. Otherwise, the team should voice out the weakness in their current practise and recommend them to be consistent and build the dashboard using a consistent measure.</p> <p>Prof seemed to side the method of using monthly average rather than cumulative tracking. This is consistent with the objective of performing close monitoring on the company's performance.</p>		<p>KPIs are track accumulatively while productivity KPIs are tracked base on a monthly average.</p> <p>Meeting minutes</p>
5	<p>TnD Dashboard</p> <p>The team consulted prof if it was accurate to plot a bullet graph of the main KPI components: Productivity, Safety, Quality.</p> <p>Prof redirected the focus to a question of meaningfulness rather than accuracy, since raw data collected cannot be argued to be inaccurate.</p>		
6	<p>Training Expenditure Dashboard</p> <ul style="list-style-type: none"> • Data Label <p>Prof commented to place the data label of the training expenditure with the bullet graph instead of a stand alone display.</p> <ul style="list-style-type: none"> • Density Curve <p>Prof confirmed that Power BI currently does not support the function of plotting density curve. The team, hence, used a histogram instead. Prof suggested to make do with it but reducing the gap size between the bars to give an illusion of a smooth curve.</p> <ul style="list-style-type: none"> • Overlay of Curve <p>The team raised the idea of overlay 2 'density plot' for a month to month comparison. Prof advise that it is possible by using dual axis and plotting the past month in a light colour for a transparency effect.</p>	Jaehyun	<p>Attempt to make respective changes to the histogram</p> <p>Create overlay cover for month to month comparison</p>

Vetted by: Taffy and Jaehyun