Sponsor Meeting Minutes 5

Date: 16th March 2018

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| Present: | Russell, Weilun, Jing Ying, Yen Ting |
| Venue: | Sponsor Office |

## Agenda

* Update Sponsor on progress
* Update Sponsor on the outbound volume levels of products and clarify on this
* Clarify on ABC classification for warehouse location
* Clarify on calculation for warehouse inventory quantity
* Show dashboard prototype

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| Time | Details | Person In Charge | Status |
| 09:30 | Clarify on calculation for warehouse inventory quantity.Qty in 2015 starting inventory file is in pieces, not cartons.For damaged goods, do we have to remove from the total count? We won’t go pick from the damaged goods area. Both inbound and outbound damaged goods should be deducted.QA is just internal movement right, so the inbound and outbound should tally, right? Yes.There are inbound records (not sure under inbound or location transfer) from old warehouse/location to new warehouse in September 2016 with new location code.doc\_num starting with SCR also scrap de. Need to consider if we are considering the whole inventory flow. Need to deduct.There are 151 products with negative values currently in the warehouse. We also need the range of dates where they shift from the old warehouse to new warehouse which is in the location transfer. However, there are locations which are common in the old warehouse and new warehouse e.g. Damaged, QA. Therefore, we are clarifying on the right way to calculate. Sponsor said she will give us the starting inventory in Oct 2016. |  |  |
| 10:10 | Updated them about the outbound volume levels of products. Why is Z not utilised as much? Need to shift one by one to see it in Z so it is quite troublesome since it is overhead. For X, Y, Z, there are multiple cartons of different products but B, C, D, E pallet levels are usually just one type of product. |  |  |
| 10:35 | Discussed about dashboard and ABC classification of warehouse location.Who is using the dashboard? Operations people who care about heat map portion more, the control limits on inbound and outbound volume might be confusing for them. However, they still want the inbound and outbound volume in terms of line level and number of cartons. For inbound data, number of cartons = ceiling(qty/conv\_factor).For ABC classification, we only care about the outbound to customers.Any useful figures? Apart from warehouse utilisation rate = number of filled locations/total number of locations in warehouseAge is useful though. List of products/locations that are in warehouse for over a year (can choose). Today’s date - last outbound date and qty > 0Product seasonality important? Yes. Should still show. |  |  |