

Date: 29 January 2016

Time: 13.35pm to 17:00pm

Venue: At a local multinational supply chain and logistics company
Level 4
Mr Khoo's Office

Attendees:

Miss Shen	– Executive, Operations Innovation & Development
Mr Govind	– Executive, Process Improvement (Automation)
Mr Khoo	– Head, Operations Innovation & Development
Leong Junkang, Gabriel	– Team Skulptors Member
Tan Siying	– Team Skulptors Member
Zhou Xuanyi	– Team Skulptors Member

Absentees: NIL

Agenda:

1. Re-aligning sponsor's expectations
2. Update of team's progress
3. Warehouse safety briefing and warehouse tour

Discussion:

1. UI Mock up
 - a. To show general layout first, before zooming in on finer details, such as control chart etc.
 - b. Possible for team to explore clicking on months, which will then zoom in on the days.
2. Sponsor requirements
 - a. More interested in fill rate. This will allow sponsors to pre-empt an overflow and also determine where SKUs should be stored.
 - b. More detailed charts which allows sponsors to change the timeline, would be good.
 - c. Floor plan heat map. Able to show which parts of the warehouse is taken up, and the occupied to capacity ratio.
 - d. Inbound has very little value besides warehouse utilization. This is because it is determined by the outbound, since the outbound drives the inbound.
 - e. Possible to explore safety stock required.
 - f. Team might be given access by IT, to draw out data straight from its in-house WMS.
 - g. Utilized vs empty warehouse
 - i. Based on each floor, sponsors would want to see where has been utilized, and where is empty.
 - h. Warehouse structure
 - i. Usually follows an 80:20 ratio for control chart.

- ii. Floor stack for fast moving SKUs.
- i. For outbound
 - i. Based on last 3 months for normal SKUs or last 6 months for retail SKUs.
 - ii. SKUs popularity changes very fast.
 - iii. Would be good for sponsors to always see top 20 SKUs.
- j. Palette size is subjective.
 - i. 10000 needles versus 10 packs of saline may be both 1 palette size, but the quantity is very different.
- k. Explore a possible time variable to control the ABCs popularity, for a given time frame like 3 months or 6 months.

Action Items:

No.	Task	In-charge	Due date
1	Upload both clean and processed data onto elearn's dropbox.	Gabriel Leong	30 January 2016
1	To focus on ABC classification for outbound data.	Team Skulptors	12 February 2016
3	Explore d3.js in more detailed.	Team Skulptors	12 February 2016

The meeting was adjourned at 17.00pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Gabriel

Leong Junkang, Gabriel

Vetted and edited by,



Tan Siying