Internal Meeting Minutes 7

Date: 23rd February 2018

|  |  |
| --- | --- |
| Present: | Russell, Weilun, Jing Ying |
| Venue: | SMU |

## Agenda

* Confirm content for Interim presentation.

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Details | Person In Charge | Status |
| 13:05 | Discuss on contents to be included in Interim report:   1. Sponsor Overview 2. Problem Statement 3. Project Objectives 4. Project Management 5. Change Log 6. Business Process 7. Data Preparation (Cleaning & Pre-processing) 8. Exploratory Data Analysis on Inbound Report + Data Quality Issues 9. Exploratory Data Analysis on Outbound Report + Data Quality Issues 10. Technology Used 11. Managerial Recommendations based on analysis results 12. Next Phase of Study 13. Final Deliverables   Created new process flow for inbound and outbound to help everyone better understand the whole process and the relevant details recorded, such as SO created date during outbound.  Finalize sponsor meeting minutes and sponsor requirements for project.  Will be exploring javascript for the implementation of heatmap and blueprints for the warehouse.  Finalized figures and statistics to be used for ABC analysis. |  |  |