

Date: 06 January 2016

Time: 09.30am to 10.30am

Venue: At a local multinational supply chain and logistics company
Level 3
Explorer Room

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

Absentees: Mr Khoo (*Meeting*) – Head, Operations Innovation & Development
Zhou Xuanyi (*Flight Delayed*) – Team Skulptors Member

Agenda: 1. Align project description with
2. Understand scope requirements

Discussion:

1. Change in target brands from AMORE (Innisfree, Etude House, Laneige etc.) to B. Braun and Heinemann.
 - a. B. Braun Singapore - A company which manufactures and produces medical products.
 - b. Heinemann Asia Pacific - A leading duty free company headquartered in Singapore.
 - c. 1 year data (4 excel sheets → 4.2million rows of data) on each company. This will consists of both inflow and outflow data.
2. Possibility of developing an application which allows long time usability for the company might not be feasible as it might be outside of the module scope. To be clarified with Prof.
3. Mr Khoo would want to determine which method of picking is better - Batch picking or Order picking
 - a. Example
 - i. In a day, 100 items that is of the same type can be picked for different orders. But there is a presence of duplicated work as different workers pick up the same item which can be essentially picked by just one worker.
 - ii. Explore the possibility of batch pick which can be sorted / defined in terms of brand? Location? Store? How to determine which will produce the optimal batch pick and by how much?
4. Warehouse utilization and providing decision making based on analysis would be much harder to do.

5. Exploration of vertical lift.
 - a. Multi rack system to store smaller / spare part SKUs to ensure that space in warehouse is optimized.
 - b. Allows workers to stand at a pre-designed area. Flow of goods will be for goods to man instead of man to goods.
 - c. Classification of SKUs into A,B,C categories will come in useful to determine which are the SKUs should be stored nearer to the loading bay since they are faster moving.
6. Tarboxes are only for cosmetics hence, it is highly possible that for this project, team will only be working with cardboard, pallets and pieces.
7. Possible platform
 - a. Tableau
 - i. Would be grade if there is a mobile version.
 - ii. Visualization graphs can be based on a range of 1 week to a year's data.
 - iii. To be discussed with Prof on feasibility.
8. Company's logo can be taken from google. But it would be great if name is not mentioned on the wiki (unless it is made private).
 - a. To clarify with Prof.
9. Meetings
 - a. 13 January 2016 with Mr Khoo.
 - i. To do a simple presentation of what team will be doing,
 - ii. Producing a timeline would be insightful of how the project flow would be.
 - b. Weekly meetings with sponsor till project is stabilized. This will be followed by bi-weekly meetings.
10. Sponsors would like to know if they are able to contribute to grading.
11. Dataset
 - a. Data for B. Braun will be given first. Sometime will be needed for data cleaning.
12. Feedback on first proposal submission
 - a. To update change in project scope and other changes in proposal before final submission to Prof.
 - b. To send a copy to sponsors to see if there are any mistakes in proposal.
 - c. To change company's description from "SME" to "Local MNC" in the proposal.

Action Items:

No.	Task	In-charge	Due date
1	Prepare proposal for feedback session	Team Skulptors	08 January 2016

	with Prof.		
2	Sending of final proposal with Prof's feedback to sponsors for checking.	Gabriel Leong	09 January 2016
3	Submission of final proposal on elearn.	Gabriel Leong	10 January 2016
4	Preparation of presentation slides for meeting with sponsors.	Team Skulptors	13 January 2016

The meeting was adjourned at 10.40am. 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