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| Data Exploration |
| 12.1.2015 | 12:00 NN | SIS Lvl 5 |
| Meeting called by | Oh Peng Ho, Tan Jhun Boon, Yap Jessie |
| Type of meeting | Team Meeting |
| Facilitator | Yap Jessie |
| Note taker | Oh Peng Ho |
| Timekeeper | Tan Jhun Boon |
| Attendees | Oh Peng Ho, Tan Jhun Boon, Yap Jessie |
| Daily Reports Record |
| 20 MIN | All |
| Discussion | Each excel file is one month’s record of daily sales, costs of goods sold, and labor.* Breakdown of quantity of products sold and total daily sales amount
* Staff labor timesheet
* Some staff labelled multiple times (Shinchan vs Shin-chan)
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| Conclusions | Extract/Combine timesheet, dates, staff names, hourly sales and number of customers served 🡪 for clustering to identify KPIs / what makes a good sales staffNeed to be able to identify position of staff (part-timer/full-timer, cashier, kitchen crew, manager) |
| Action Items | Person Responsible | Deadline |
| Data Cleaning – Sales Labor data | All | 27 Jan 2015 |
| Receipts |
| 20 MIN | All |
| Discussion | Each excel file is one day’s sales receipts* Information on every individual’s order, items purchased
* Some products keyed in multiple lines, but some keyed with quantity included (2 x @ $16.00)
* Spelling errors in products (Cold Green Tea vs Cold Greeen Tea)
* ‘@’ sign before some products
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| Conclusions | Need to find out what ‘@’ meansExtract data to have each line list the quantity of each product purchased in each order 🡪 Market Basket Analysis |
| Action Items | Person Responsible | Deadline |
| Data Cleaning – POS data | All | 27 Jan 2015 |
| Ask sponsor the ‘@’means | Tan Jhun Boon | 13 Jan 2015 |