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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) | | | | |
| Conclusions | Extract/Combine timesheet, dates, staff names, hourly sales and number of customers served 🡪 for clustering to identify KPIs / what makes a good sales staff  Need 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 | | | | |
| Conclusions | Need to find out what ‘@’ means  Extract 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 |