

## Meeting minutes

<b>Attendees</b>	<p>Professor Kam, Esther, Ziteng, Desmond</p> <p>Sponsor:</p> <ul style="list-style-type: none"> <li>- Nguyen</li> <li>- Chun Keong</li> <li>- Sylvain Goblet</li> <li>- Priti Jauhari</li> <li>- Akshaya Praksah</li> <li>- Sanjay Kurup</li> <li>- Anna</li> </ul>
<b>Date</b>	2017/08/18
<b>Location</b>	Sponsor Office
<b>Meeting Agenda</b>	<p>18/8/2017</p> <p>Supply chain basics and data definition</p> <p>Business problems</p> <p>Data scope</p> <p>25/8/2017</p> <p>High-level plan and resources</p> <p>Government and communication plan</p>
<b>Notes</b>	<ul style="list-style-type: none"> <li>- Sponsor supply chain:             <ul style="list-style-type: none"> <li>● RPM (Raw and Packing Materials) → FG → DC → CDC (Central DC) → RDC (Regional DC) → customer → end-consumer</li> <li>● Bill of materials (BOM) – oil, fragrance, bottle, bottle cap, labels</li> <li>● Routing: BOM + Conversion cost</li> <li>● Purchasing information record (PIR) – buying price, freight, customs, insurance</li> </ul> </li> <li>- Data Analyst             <ul style="list-style-type: none"> <li>● Data, structure, information, visualisation, insight, problem identifier, analysis, resolution, execution</li> <li>● Analysis on JBP in various volume, flavour, ingredient percentage and etc</li> <li>● Analysis on mouthwash</li> </ul> </li> </ul> <p>Needs in the organization:</p> <ol style="list-style-type: none"> <li>1. Increase in GP through sales/value, or cost</li> <li>2. Connect supply chain E2E: manufacturing and finish product SKU in terms of flow of product and cost involved</li> <li>3. Organize and government data</li> </ol> <p>Sales: Analytics bot required → giving pricing data, suppliers, correlate the data to find most efficient information ← learn the possible factors  e.g. when oil price goes up, plastic price may also go up and the company need to purchase more to store in the inventory → which is not analysed</p>

	<p>yet, purely based on human experience</p> <p>Manufacture: No readable data, duplicate</p> <p>S + M + d: repository and correlation between these three</p> <p>Mechanism: differences and logical clustering (internal input)</p> <p>Historian &lt;--&gt; Predictive engine → L1 segregation (external input)</p> <p><b>Requirements (from sponsor)</b></p> <p>Mechanism: NLP (Natural Language Processing) ~ 2-3 weeks</p> <p>Historian: Descriptive analysis → early wins e.g. visualisation to showcase ~2-3 weeks</p> <p>Predict engine: Predictive analysis → complex ones</p> <p>Project: Focus on baby oil</p> <p>Raw data: SAP extracted data</p> <ul style="list-style-type: none"> <li>- 240A MFG (BIL: BOM level e.g. level 1 baby oil; level 2 semi-product, cap, bottle, label; level 3 oil, fragrance)</li> <li>- 211A DC</li> <li>- 120A DC</li> <li>- REF</li> </ul> <p><b>Expectations (from professor)</b></p> <ul style="list-style-type: none"> <li>- Descriptive: use JMP to build model first</li> <li>- Predictive: use R code to clean the data and present in websites, and customize through transfer the code into ppt slides</li> <li>- Predictive: Use Tableau to visualize the data and analyse on the trend</li> </ul>
<b>To-do</b>	<ul style="list-style-type: none"> <li>- Project plan and proposal to be drafted by next Friday</li> <li>- Gantt chart to show how delivery will proceed</li> </ul>