

Date	Friday, 09/02/2017
Time	1:30 pm – 4:00 pm
Venue	Company X Project Room - 503 TOPAZ
Attendees	Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane, Colin
Agenda	Report project progress: Finish building MS SQL and finish model report part 0

S/N	Item Discussed	Remarks
1	Project Progress	<p>We reported project progress to clients Viviane and Colin:</p> <ul style="list-style-type: none"> • Complete database of 2-year data (OPMS + ODD) which is constructed using Microsoft SQL • Show report output0 in Power BI, explained using treemap and stacked bar chart. • Our clients are satisfied with the sample report. Viviane pointed out that we can remove the double counting of exceptions by introducing a derived column value to include double counted exceptions. • Our client prefers pie chart over treemap when visualize the percentage. • Hierarchical approach is preferred by the client so that in each category, there will be a pie chart to visualize the categorical breakdowns. • STACK CHART: may need to know week number, month, Viviane requested us to add a filter to enable selection of data. She prefers dashboard. • If we can have similar Power BI report interface design as the model in Excel, it would be better for them.
2	Project Issues	<ul style="list-style-type: none"> • Power BI's capacity is 10GB. We suggested to exclude data by filtering unused columns or aggregate data to monthly data to do quarterly data comparison. Colin agreed and he suggests aggregating data on a yearly basis. Viviane agreed to clean data while loading data to Power BI. • Colin also suggested to do data aggregation (weekly, monthly, quarterly, yearly) at the backend, store these aggregations into separate tables, based on the requirements, we change the data table in visualization. • We pointed out that OPMS data is not used in the current report. Viviane told us we can try to use more OPMS data in our insights building.
3	Data Definitions	<ul style="list-style-type: none"> • "OK status" refers to the final successful delivery of parcels. It concludes the whole delivery process and it is independent on number of exceptions occurred. (Exceptions can be resolved) • Viviane told us ODD time is used to classified data into different months

		<ul style="list-style-type: none"> • SC_event_dtm is the time of exception. we can only know the count of exception, we have no way to know the time of second exception. ODD Model Apr Template contains all formula for the highlight column. • (for output2 report) CG (the day DHL can make it-promised) is derived from CF, CH is actual date, CK is derived from CH. Raw expected data (CL column) is the date of picked up, CF column is the expected delivery date, CF may be changed because of several reasons (like delay, customer request), the best case is CF = CL. • EDD date and EDD time can get from OPMS. • DO data cannot be retrieved from OPMS. • Raw date is the 1st promised date, EDD is the final date. The raw date against the EDD date can also be a good indicator for analysis. • BU/AH leave it as blank in parts of 2016 data sets, so for the 2016 Jan to 2016 Sep data, we can only have 3 categories in output0. Viviane agree with this. • The missing RD values in parts of 2016 data – Get from SC column in OPMS.
4	Project Goal	<ul style="list-style-type: none"> • 50 % for ODD regular report and another 50% on our insights • Need to figure out how to automate the dashboard and add filter bars to improve user experience
5	Project Timeline	<ul style="list-style-type: none"> • Next meeting - 23rd Feb • Interim project progress • Finish two more output pages for 2-year data and more visualization • Feedback from school interim presentation.

Prepared by,

Wu Wei

Vetted by,

Tan Yingjin, Wang Miaoqiong