Internal Meeting Minutes 3

Date: 14th January 2018

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| Present: | Russell Yap, Weilun, Jing Ying |
| Venue: | SMU IS Project Way |

## Agenda

* Review minutes with sponsor
* Go through proposal and wiki
* Finalize wiki and proposal

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| Time | Details | Person In Charge | Status |
| 14:00 | Reviewed the minutes of the meeting which we had with the sponsor on the 12th January 2017.We confirmed that the report from the WMS and RS are linked via the Order number column. 1 row in the orderStatusSummaryReport represents one pallet while 1 row in the AMS Handling Out Report represents one container which is 22 pallets.Weilun is to work on the data analysis and screenshots for this part of the report | Weilun | Complete |
| 14:30 | Finalized methodology and how we wanted to go about with the project. We decided that we would use a dashboard to visualize the current reports that the client is doing manually as it would give them the most benefit by saving their time so that they are freed up to do more productive activities.Jing Ying to handle this portion of the report | Jing Ying | Complete |
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| 15:00 | Discussed the design of the wiki and assigned Russell to complete the project overview, motivation, background as well as convert Jing Yings part into the wiki. | Russell | Complete |
| 16:00 | Weilun brought up a confusion which we had with the charts that we wanted to use for the overtime hours. We realized that we had chosen the wrong chart to represent the overtime hours for both the morning shift and night shift.Thus, we had to use 2 charts, one chart to represent morning shift and one chart to represent night shift. |  |  |
| 21:00 | Compiled report and submitted the report. | Jing Ying | Complete |