

## Team Meeting Minutes #4

**Date / Time** 29<sup>th</sup> Jan 2018, 2.00pm to 5.00pm

**Venue** SMU Library, Project Room 4-5

**Attendees** Taffy Joan, Jerlyn & Jaehyun

**Agenda**

1. Understand Data – KPI
2. Discuss how to plot Employee Staff Group status
3. Preliminary discovery on insights
4. Categorise Course titles

S/N	Notes / Task	Action by	Follow up
1	<p><b>Confirm what to exclude</b></p> <ul style="list-style-type: none"> <li>• Missing data field</li> </ul> <p>A total of 9 training records with missing data fields are being removed due to the Insignificant number in proportion to the total size of dataset (Refer to missing data pattern)</p> <ul style="list-style-type: none"> <li>• Outliers</li> </ul> <p>1 outlier has been excluded. This data records: 198 hours of Diploma training skews the results and analysis</p>	Jaehyun	Clean master training records COMPLETED
2	<p><b>Employee Turnover</b></p> <p>Data preparation for Employee name list</p> <ul style="list-style-type: none"> <li>• Combine all years</li> <li>• Still awaiting 2013 – 2016 data</li> <li>• eta : 1<sup>st</sup> Feb (3<sup>rd</sup> Sponsor meeting)</li> </ul> <p>Steps:</p> <ol style="list-style-type: none"> <li>1. Filter out employees who joined before 2013 – unable to see progress and training received before 2013</li> <li>2. Comparison over 1-year period first, followed by 6 months, 3 months (1 year - E.g. Dec 2016 – Dec 2017)           <ul style="list-style-type: none"> <li>• Link with training data 2013 – 2017</li> <li>• Tackle questions (refer to supervisor meeting 2)</li> </ul> </li> </ol>		
2	<p><b>Cross referencing training</b></p> <p>Safety training vs Actual Near Misses reported</p> <ul style="list-style-type: none"> <li>• How far away are JLT and EMOS from target</li> </ul>		

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	<ul style="list-style-type: none"> <li>More safety training = more near misses reported? <ul style="list-style-type: none"> <li>Because employees can spot the danger</li> </ul> </li> </ul>														
<b>3.</b>	<p><b>TnD – Insights</b></p> <p>Percentage of Near Misses</p> <ul style="list-style-type: none"> <li>Both JLT and EMOS perform best in the 1<sup>st</sup> Quarter of the year.</li> <li>EMOS more consistent</li> <li>JLT performance fell drastically</li> </ul> <table border="1"> <thead> <tr> <th></th> <th>Q1</th> <th>Q2</th> <th>Q3</th> </tr> </thead> <tbody> <tr> <td>EMOS</td> <td>27%</td> <td>10%</td> <td>18%</td> </tr> <tr> <td>JLT</td> <td>47%</td> <td>-2%</td> <td>7%</td> </tr> </tbody> </table> <p>Possible reasons to explore</p> <ul style="list-style-type: none"> <li>Check if there are more training given to employees at the start of the year</li> <li>Check if staff strength changed over the years</li> </ul> <p>Questions for Sponsor</p> <ul style="list-style-type: none"> <li>Clarify what is mini audits for safety and how does correlating mini audits with ROI training</li> <li>TnD Data clarification: <ul style="list-style-type: none"> <li>JLT data seems to be monthly while EMOS data seems to be accumulated.</li> </ul> </li> </ul>		Q1	Q2	Q3	EMOS	27%	10%	18%	JLT	47%	-2%	7%		
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<b>4</b>	<p><b>Additional Data</b></p> <ul style="list-style-type: none"> <li>Request for employee list for 2013-2016</li> <li>TnD for 2013-2016</li> </ul>	Jerlyn	Email to remind and request sponsor for the data												
<b>5</b>	<p><b>Categorising of courses:</b></p> <p>This helps to merge similar courses of JLT and EMOS for purpose of comparison between the 2 business units.</p>	Jaehyun  Jerlyn	Classify remaining 100 over course  Compile into a list to clarify with sponsor												
<b>6</b>	<p><b>Derived Calculations:</b></p> <ul style="list-style-type: none"> <li><b>Total training hours by Location, across the years</b></li> </ul> <p><b>Steps:</b></p> <p>Divide training hours by unique number of employee who went for training. This gives us the <b>Average Training hours per employee</b></p> <ul style="list-style-type: none"> <li>Each EMOS employees receives more training hours than each JLT employee</li> </ul>	Taffy	Employee analysis												

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	<ul style="list-style-type: none"> <li>JLT training hours per employee has been increasing over the years</li> </ul> <ul style="list-style-type: none"> <li><b>Count of Sessions by Location</b> This shows the number of unique sessions each business units provides each year. If Course A was conducted in January and conducted in June again, the team would like to consider it as 2 sessions. This would be a fairer comparison to account for repetition of similar courses conducted instead of comparing mere variety of courses offered.</li> </ul> <p>Filter by</p> <ul style="list-style-type: none"> <li>Course title</li> <li>Start date</li> <li>End date</li> </ul> <p>We hope to use this field to perform a more accurate comparison of the courses between business units. Taking into considerations</p> <ul style="list-style-type: none"> <li>Duration (hours)</li> <li>Variety (unique course title)</li> <li>Frequency (sessions)</li> </ul>		
	<p><b>Merge Tableau</b> Each team member has worked on their own version of Tableau as assigned in the previous team meeting. A compilation of our visualisations is needed</p> <p><b>End Date</b> The team decided to standardise the use of end date to analyse training efficiency instead of start date.</p> <p><b>Course Fee</b> The Sponsor has emailed to use \$40/hr for internal trainings</p> <p><b>Draft slides</b> The next sponsor meeting is on this coming Thursday. Thus, the team would like to present our findings in a power point for the sponsor to have a review before the meeting.</p> <p>Each team member should include captions of our graphs to explained what is being illustrated.</p>	<p>JaehYun</p> <p>Jerlyn</p> <p>Taffy</p> <p>All</p> <p>Jerlyn</p>	<p>Merge Tableau [Completed]</p> <p>Add course fee [Completed]</p> <p>Skeleton Slides [Completed]</p> <p>Contribute to Draft slides</p> <p>Email sponsor presentation slides</p>

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	<p><b>Things to clarify with Sponsor:</b></p> <ul style="list-style-type: none"><li>• Clarify that a record with the same course title of the same employee mean retraining.</li><li>• Clarify that TnD 4<sup>th</sup> Quarter 2017 data is not available</li></ul>		
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Vetted by: