

Supervisor Meeting Minutes #5

Date / Time	22 th Feb 2018, 6.00pm – 7.00pm
Venue	School of Information System, Meeting Room 4.1
Attendees	Jerlyn, Jaehyun & Taffy
Agenda	<ol style="list-style-type: none"> 1. Go through slides (content for Interim) <ol style="list-style-type: none"> a. Analysis b. Recommendation 2. Direction for Phase 2

S/N	Notes / Task	Action by	Follow up
1	Data Preparation to be included in slides <ul style="list-style-type: none"> • Detailed steps needed • Cleaning • Mapping of data sources • Calculated fields 	Jaehyun / Jerlyn	Edit and Add in slides
2	Company Level Analysis (Slides) <ol style="list-style-type: none"> 1. Overview – Employee Status <ul style="list-style-type: none"> • Group the same status together for clearer comparison over the years • i.e. existing and stayed side by side 2. EMOS Employee Status over the years <ul style="list-style-type: none"> • Change from Pie Chart to Bar Chart • General Trend of 50% turnover of new hires within the same year of employment may be due to hiring policies of the company. Include the Validity of this finding after clarifying with sponsor. 3. Distribution of Training Placement Count <ul style="list-style-type: none"> • Histogram does not show median and does not provide descriptive statistics ; Box and Whiskers Plot is a better representations. 	Taffy Jaehyun Jerlyn Taffy	Edit graph & slide Edit slide Email Sponsor to check if it is a company policy to have 6 month probation or short term contract Replace histogram with boxplot ; check if overlap with boxplot graph

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	<ul style="list-style-type: none"> • First step of data discovery has been completed. The next step involved doing confirmatory analysis. • Median may appear to be equal to 8-10 training placements at a glance, however, this is needs to be statistically proven. <p>Notes for testing and interpretation:</p> <p><i>ANOVA Test</i></p> <ul style="list-style-type: none"> • Outliers should be included when doing this analysis. • Utilise non-parametric test instead of parametric test. Non-parametric test is a statistical method in which the data is not required to fit a normal distribution. <p><i>Outliers VS Spread of Box-Plot</i></p> <ul style="list-style-type: none"> • Outliers are not directly related to the spread of the box-plot. Spread of box-plot is takes into account data point within the range. <p>3. Distribution of Training Hours by Year</p> <ul style="list-style-type: none"> • Change graph title from “Average Training Hours by Year” to “Average Training Hours by Employee” <p>4. Time Series of Wastage in New Hire</p> <ul style="list-style-type: none"> • Total Cost should be analysed before diving deeper into Average Training Cost 	<p>ALL</p> <p>Taffy</p> <p>Taffy</p>	<p>Perform ANOVA test to verify if the findings are statistically significant.</p> <p>Edit graph/slide</p> <p>Add slide - Overview of total cost and hours wasted</p>
2	<p>Recommendation</p> <p>The team has identified a problem of wastage in Training. However, further analysis cannot be done due to the unavailability of staff level performance data.</p> <p>This can be turned into a recommendation for the Sponsor company to begin keeping track of personal performance (e.g. trace incident report to personal level)to better understand the effectiveness of the training they have undergone.</p>	<p>Jerlyn</p>	<p>Edit slide – Recommendation</p>
2	<p>Phase 2</p> <p>Design a Dashboard template for HR department to conveniently monitor the monthly, quarterly or monthly progress and performance. Dashboard serves as a reporting system for HR department</p>	<p>Jerlyn</p>	<p>To include in slide – Phase 2 & Recommendations</p>

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	<p>Things that can be included in dashboard</p> <ul style="list-style-type: none"> • Number of training • Existing staff • Training cost incurred in relation to Annual Training budget to monitor expenditure. • Performance may also be reference in relation to TnD 		
3	<p>Administrative & Submissions (Due by Sunday, 25th Feb 2018)</p> <ul style="list-style-type: none"> • Revised versions are still accepted before Interim Presentation on Thurs 1st March, 2pm • Submission requirements <ul style="list-style-type: none"> ○ Interim Report ○ Update wiki 	ALL	Draft Report Structure (Jerlyn) [COMPLETED]

Vetted by: Taffy and Jaehyun