

Team Meeting Minutes #6

Date / Time 12th Feb 2018, 2.00pm to 5.00pm

Venue SMU Library, Project Room 4-4

Attendees Taffy Joan, Jerlyn & Jaehyun

Agenda 1. Analysis of Staff Records

2. Tableau for Staff Records

S/N	Notes / Task	Action by	Follow up
1	Slides/ Analysis Went through updated slides JLT employee turnover was generally good. Operators and Technicians who stayed increasing, and staff that left decrease 2016 was an exception where the headcount dropped but turnover increase.	Taffy	Update slides (employee turnover)
	Team to compare difference in training between those who left and stayed (base on course grouping)	All	Update on findings, to check back in next team meeting
2	 Tableau Clarification on Calculations and Calculated fields Create calculated field Status (Variables: New, New but left Left, Stayed) Turnover Year (To isolate calculation vales to specific year) 	Jaehyun / Jerlyn	Create Calculated column (Status, Turnover year)
	Total headcount = Stayed Fliter out those who joined in the year of analysis $= \frac{\text{Employee turnover}}{\text{New but Left} + \text{Left}}$ OR		



Team Meeting Minutes #6

	Left Left + Stayed Leaves out New but Left E.g. At the end of 2015 (start of 2016) headcount is Left + Stayed. Over the year, New people joined (New & stayed + new & left). by the end of 2016, = new + left , +left Moving forward, the team will be exploring the use of parameters to replace Status(Year) and Turnover Year calculated fields Create dashboard to link employee turnover to training	Jaehyun / Taffy Jaehyun	
3	Update wiki - Metadata table - Documentation - Gantt chart	Jerlyn	Update wiki accordingly
4	Administrative To check on Tnd documents from Sponsor Meeting minutes	Jerlyn Taffy	Email To update meeting minutes 6

Vetted by: Jaehyun and Jerlyn