

<b>Date</b>	Friday, 06/04/2017
<b>Time</b>	1:30 pm – 4:30 pm
<b>Venue</b>	Company X Project Room - 503 TOPAZ
<b>Attendees</b>	Tan Yongjin, Wu Wei, Wang Miaoqiong Client: Viviane, Colin
<b>Agenda</b>	Report project progress: Handover of Insights documents and discuss on the potential changes (transfer some dashboards from Power BI to Tableau)

S/N	Item Discussed	Remarks
<b>1</b>	<b>Project Handover</b>	<p>We showed 3 dashboards which are built in Tableau:</p> <ul style="list-style-type: none"> <li>Tableau dashboards (Geospatial2 v.5.0.twb) include the following substances: <ol style="list-style-type: none"> <li>Dashboard (Exception breakdown by geographical locations, Barchart of Monthly Exception Breakdown in each postal district, TreeMap of Monthly Exception Breakdown in each postal district)</li> <li>Dashboard1(Count of exception breakdown by category, Count of exception breakdown by year, Count of exception breakdown by month, YOY change)</li> <li>Dashboard2(SC status breakdown by geographical locations, SC status breakdown by geo-geographical locations)</li> </ol> </li> </ul>
<b>2</b>	<b>Client's Response</b>	<ul style="list-style-type: none"> <li>Good to see the geospatial analysis in Tableau, it offers a different angle to understand the data</li> <li>Viviane mentioned that she wanted the regional/geospatial analysis to be transferred to Power BI just using bar chart. She understood the limitation of using Power BI to visualise on Singapore Postal code.</li> <li>Viviane wanted us to also transfer the y-o-y calculations to Power BI so that this function could be kept in the future analysis.</li> </ul>
<b>3</b>	<b>Project Timeline</b>	<ul style="list-style-type: none"> <li>Our final meeting will be on 11<sup>th</sup> of April. By that time, we are supposed to finish the transfer to Power BI and submit all substances.</li> </ul>

Prepared by,

Wu Wei

Vetted by,

Tan Yingjin, Wang Miaoqiong