Supervisor Meeting Minutes 1

Date: 24th January 2018

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| Present: | Prof Kam, Russell, Weilun, Jing Ying |
| Venue: | SMU SIS MR 4.5 |

## Agenda

* Update Prof on our team’s project status and issues faced
* Confirm whether this is a good project to work on
* Discuss on upcoming things to work on

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| Time | Details | Person In Charge | Status |
| 09:00 | Team:  Update Prof on our project status, what we are doing now and the dataset given to us. Also, update Prof on the issues we have which is that we cannot match how much over time hours each worker does a day.  Prof:  Data given by sponsor is not appropriate at all. To understand overtime claim, we need to get their individual daily clock in clock out time so we know what exactly each individual clock per day. To understand how much OT they claim, we need to get their daily so that we know whether they are claiming OT every day or once a week etc. Because without comparing individuals we can’t see any sign to see if some people purposely stretch their work to claim more OT especially within the same warehouse some people can finish some people cannot finish then we know and can find out why that segment always OT is it purposely or because got more to do? Could it be because they have it but it’s from the HR but they cannot access it? Without that there is practically no way we can do this project. |  |  |
| 09:05 | Team: Assuming if we can get data, there is a full-time staff and contract people. Contract people do manual punch card, HR don’t have the data in the system.  Prof: Even if they use punch card, they should have entered the information somewhere because whether in paper form or digital form. Might not be automated but should have it somewhere still because they still need to submit for CPF claims anyway. |  |  |
| 09:10 | Team: Explain to Prof about the fields and rows in each of the excel files given by the sponsor.  Prof: What is this per pallet or container basis? They get busy because there is major shipment or last minute got special request? We want to know more details e.g. how is the order taking process? Is it like need to submit early morning or late last night? Then we can make logical assumptions or what to do predictive stuff. Is it just last minute any time I can go in and say I want to or like DHL got timing between 7am-9am must get ready and ship out if they know they cannot cope they will know they can call people in earlier. So, we want to know their process, need to understand how they work too. Each of their operations may be different. |  |  |
| 09:15 | Team: Does the size of data play an important factor for this project?  Prof: Yes. You have only 16 people and it is way too small to gain insights on what exactly is happening. It is not very good. This project might not allow you to have enough things to work on. It’s just way too small. So, do you have any contingency plans?  Team: Another department say can give us ABC and seasonality demands, can give up to 3 years of data.  Prof: Are they more interested to look at product moving or occupying space in warehouse?  Team: Probably how they should stack during certain months  Prof: First, need to find out what have they follow up after their previous work? You can still do if senior has done it. But need to learn from the incompleteness of the previous project. The AY15-16 T2G1 Team Skulptors has done the ABC project before. It is quite like what you have now. |  |  |
| 09:20 | Team: They did mention that a team did something but did not follow up.  Prof:  Things might change after 2 years, it is wise to revisit and we should take a good look at this and understand what they have done and they have issues as well during that time and the sponsor are quite happy with it because they even have a dashboard. Maybe now the sponsor got more data more comprehensive or what and they want to revamp, then we can take from them. This group have a lot of data but they can be quite dirty, we should clean it first and so on. But they have done quite a good dashboard project for them so we can take a good look at it. I would say that if this group is going to sponsor you, you should go for this group because the data is very dirty you can get your hands messy on it. A good project, better than the other one. The previous group spent a lot time working on preparing the data, didn’t have a lot of analysis but this time we should try to focus on doing more analysis and understand the data. It is definitely very fun to work on if we can revisit this with 3 years’ worth of data. |  |  |
| 09:25 | Prof: Read through carefully because they did comment on the data cleaning issues and how we go back to sponsor and suggest alternative changes because by the time we see it some of the things they want is not possible to work on. That will be helpful for us because we have a jumpstart when we get the data from the sponsor. But as I said, this project is not totally new so it is wise to find out from them about what they feel after previous work and what are the gaps they want us to fill in.  Team: We want to tell them it can’t be done now because we don’t have this data. How should we put it?  Prof: To tell them, we also need to synchronise the OT hours with the shipment inbound and outbound information. So, we know when we have this amount of inbound, what is the manpower requirement so we can build a model and say that this amount of inbound is like that, the OT should be like that only why u claiming so many hours?  Ideally, don’t take down the other one. Leave it there and just show change management and how we coped with the change.  If you are comfortable with this hour, it will be good to keep this hour except the day that we have a group session, this timing might be good for a weekly meeting. |  |  |

Upcoming To-dos

1. Get in touch with the other sponsor for the ABC project and understand what they feel about the previous work by the previous team and what are the gaps they want us to fill in now
2. Redo proposal. Do up change management in Wiki. And email Prof that we have submitted the new proposal before 27th Feb (interim presentation).
3. Book weekly meeting with Prof Kam