Supervisor Meeting Minutes 2

Date: 31th January 2018

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

## Agenda

* Update Prof on the new project we have from the sponsor
* 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 |
| 15:30 | Team: Update Prof that we went to our sponsor’s office and met the other department to check if there are new projects. The previous project was not properly handed over which is why they did not have much recollection of this project. It was not continued after that. We will be doing ABC project instead and MBA analysis to improve the way they stack the warehouse as well.  Prof:  We need to get access to the withdraw orders record as well. To do that, we need to see for example today the outbound records what are the items we draw today for this order. If got a big consignment, they stack up and block something else then how? Really, they should plan and set aside a space so that we don’t block the space. The one you are getting, I assume is just the stock book but we also want other information such as inbound and outbound. Try to get order level information. |  |  |
| 15:35 | Prof: Asked about our wiki  Team: Yes, it is not updated yet because we just met them yesterday.  Prof: Okay, so how much data sources you have?  Team: For now, we have 3 months’ worth. But they will give us more. For now, is just outbound.  Prof: You should also see the inbound one so we can match it correctly.  Russ: Another one they wanted was to see the destination of the shipment but we are not so sure if this will help them  Prof: The endpoint is not much because the main issue is warehouse management. So, we can just put that on low key for now. |  |  |
| 15:40 | Team: Ideally, they said they can provide us with 3 years of data. That is sufficient, right?  Prof: Ya, this will keep you busy already.  Team: Oh, they are giving us 5 years.  Prof: Outbound will give an idea of how the goods flow out. But we also want to know the inflow because that is where there is conflict. Technically, they will always say fast moving put in front but in warehouse they always did not do that.  We want to see the design of the warehouse to see where are the goods and how well they flow? So, they can plan in such a way that for example this part will free away by next week then can reserve for new batch that will be arriving next month.  Team: Our dashboard can be something like at a glance when a goods come in, we tell them that this is cat A you should put where? Layout will say A should be there B should be there C should be there right? Should it be live?  Prof: Dashboard is looking at this data, update the excel table and then we get “live” update every week or day. Maybe the next morning, the manager can say where to put the new inbound goods for today. |  |  |
| 15:45 | Prof: So, if we can preview and we can say this part is reserved for cat A, and this good is cat A, we should put there. If cat B then look at cat B location and see where got space because ideally in warehouses we do not want to dismantle the boxes otherwise we will not be able to find it already.  Team: Other things they mentioned was also seasonality of the goods  Prof: Correct, that is why we need time series data, at least 3 years. It is quite sensitive alright. Okay, let’s work on it already. Do not wait for the rest of the data and start working now. Trust me, the data can kill you. You really need to start work! |  |  |

Upcoming To-dos

1. Redo proposal. Do up change management in Wiki. And email Prof that we have submitted the new proposal before 27th Feb (interim presentation).
2. Edit Wiki content
3. Start on EDA of the dataset already provided by sponsor while waiting for the full dataset