

Date: 15 January 2016

Time: 02.45pm to 03.30pm

Venue: SMU School of Information Systems
Level 4

Attendees: Leong Junkang, Gabriel – Team Skulptors Member
Tan Siying – Team Skulptors Member
Zhou Xuanyi – Team Skulptors Member

Absentees: NIL

Agenda: 1. Job allocation

Discussion:

1. Allocation of tasks
 - a. Xuanyi will be in charge of doing the bar chart that shows data by month. This is to show which month have the most transaction
 - b. Gabriel will be in charge of the “Ship From” and “Put Away Location” charts. These charts will show the frequent location that the SKU origin from and store at respectively.
 - c. Siying will be in charge of doing the Tableau UI design as well as doing up the control charts
2. Data Cleaning
 - a. Need to remove IRT from the inbound dataset
 - b. Need to know what does each “Ship From” location means
3. Discussion on time and date for subsequent progress check.

Action Items:

No.	Task	In-charge	Due date
1	Data Cleaning	Team Skulptors	17 January 2016
2	Bar chart of SKU per month.	Zhou Xuanyi	19 January 2016
3	“Ship From” and “Put Away Location” population chart	Gabriel Leong	19 January 2016
4	Tableau UI Design	Tan Siying	19 January 2016
5	Control Chart	Tan Siying	26 January 2016

The meeting was adjourned at 03.40pm. This minute will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,



Tan Siying