

# Sponsor Meeting Minutes #1

**Date / Time** 11<sup>th</sup> Jan 2018, 2.00pm to 4.00pm

**Venue** Company's Office

**Attendees** Taffy Joan, Jerlyn, Jaehyun, Ms Janet Lim, Mr Nelson

**Agenda**

1. Understand business model
2. Understand business problem
3. Review existing models
4. Understand what data is available
5. Scope of work
6. Administrative: NDA, confidentiality of information

S/N	Notes / Task	Action by	Follow up
1	<p><b>Business Model</b></p> <ul style="list-style-type: none"> <li>• Provide packaging, storage, distribution and value-added services</li> <li>• Provide supply chain effectiveness and automation solutions</li> </ul> <p><b>Basic Workflow</b></p> <ol style="list-style-type: none"> <li>1. HR orientation</li> <li>2. HSQE safety briefing</li> <li>3. Undergo training</li> <li>4. Get certified</li> <li>5. Assign task</li> <li>6. Monitor performance</li> </ol> <p><b>Organization Structure</b></p> <ul style="list-style-type: none"> <li>• 5 Tiers: Operator to Super User</li> </ul>	-	-
2	<p><b>Business Problem</b></p> <p>Some problems identified by the company include:</p> <ul style="list-style-type: none"> <li>• Human factor leads to inaccuracy and inefficiencies in fulfilling orders</li> <li>• Too many platforms to allocate worker</li> <li>• Uncertain if workers are properly trained</li> </ul> <p><b>Problem/Solution statement:</b> Who needs to be trained to do what</p>	-	-

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	<p>There are 3 main elements to match:</p> <ul style="list-style-type: none"> <li>• Worker</li> <li>• Job order</li> <li>• Equipment</li> </ul> <p>Non-exhaustive list of projects areas we can choose from:</p> <ul style="list-style-type: none"> <li>• Training (TIMS): This may be more in line with analytics</li> <li>• Evonics: The company is currently focusing their efforts on this</li> <li>• Optimization of             <ul style="list-style-type: none"> <li>○ process time</li> <li>○ Optimization of process flow</li> </ul> </li> </ul>		
3	<p><b>Existing Models</b> Currently, training records are kept in Terex. There are plans to migrate the data from Terex to Torata.</p> <p><b>Totara Platform</b></p> <ul style="list-style-type: none"> <li>• Records Information on             <ul style="list-style-type: none"> <li>○ employee training records</li> <li>○ Training required for a job</li> </ul> </li> <li>• A goal for this platform is to be able to:             <ul style="list-style-type: none"> <li>○ Match worker and job</li> <li>○ Identify skills gap</li> <li>○ Analyse what jobs worker can/cannot do</li> </ul> </li> </ul> <p><b>Training Integrated Management System (TIMS)</b> The goal of TIMS is to empower operators (on the ground) to manage risks by being well informed, timely, safe and highly productive</p> <p>This solution is already underway. Mr. Nelson pointed out that the foundation and structure has to be in place before content can be filled in.</p> <p>The steps involve:</p> <ul style="list-style-type: none"> <li>• Recruitment/New function</li> <li>• Introduction training</li> <li>• One the job training</li> <li>• Independent Operator VICOPS</li> <li>• Evaluation/Mini Audits</li> <li>• Gap analysis/Certification</li> <li>• Upgrading training</li> <li>• Evaluation/Mini Audits (Loop back to the top)</li> </ul>		

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4	<p><b>Data available</b> The company is able to provide information on:</p> <ul style="list-style-type: none"> <li>• Worker <ul style="list-style-type: none"> <li>○ Terex system: employee training records</li> <li>○ Course, Job title, Department, Location</li> </ul> </li> <li>• Job</li> <li>• Organization structure</li> </ul>	Jerlyn Taffy Jaehyun	List data needed
5	<p><b>Scope:</b> Some suggestions of scope were brought up</p> <ol style="list-style-type: none"> <li>1. Obtain data: <ol style="list-style-type: none"> <li>a. Identify data fields required</li> <li>b. 3 year of data</li> </ol> </li> <li>2. Analyze data: <ol style="list-style-type: none"> <li>a. Training VS Work experience</li> <li>b. Training VS Department</li> </ol> </li> <li>3. Discover insights: Training trends</li> <li>4. List down problems: <ol style="list-style-type: none"> <li>a. Training gaps</li> <li>b. Training overlap</li> <li>c. Structural</li> </ol> </li> <li>5. Proposal: Suggestion recommendations</li> </ol>	Jerlyn Taffy Jaehyun	Propose project outcome
6	<p><b>Administrative</b></p> <p>Confidentiality</p> <ul style="list-style-type: none"> <li>• Company name is very sensitive and it is to be anonymized</li> <li>• Company is to review before anything is published (Eg Wiki page: open to public)</li> </ul> <p>Timeframe: 10-weeks project</p> <ul style="list-style-type: none"> <li>• Company internal deadline: 31<sup>st</sup> March 2018</li> </ul> <p>Meeting Minutes</p>	<p>Jerlyn</p> <p>Jerlyn Taffy Jaehyun</p> <p>Jerlyn</p> <p>Jerlyn</p>	<p>Prepare meeting minutes</p> <p>Prepare project timeline</p> <p>Prepare NDA</p> <p>Arrange next meeting</p>

Vetted by: