

Date	Tuesday, 10/04/2018
Time	13:00 – 21:00
Venue	LKS Lib proj. 4-14
Attendees	Tan Yong Jin, Wu Wei, Wang Miaoqiong
Agenda	<ul style="list-style-type: none"> a. Preparing presentation slides b. Update handover documents c. Migrate Tableau contents to Power BI

S/N	Item Discussed	Remarks
1	Preparing presentation slides	Presentation slides preparation is the major task of this meeting. During the meeting, we discussed the presentation flow and the contents.
2	Update handover documents	We also updated project handover documents to make it more complete. We added instructions for users to create/update database by .mdf file.
3	Migrate Tableau contents to Power BI	<p>From our last project sponsor meeting, we were required to migrate all Tableau charts to Power BI for their future reference. For this task, we migrate three dashboards which include following:</p> <ul style="list-style-type: none"> - Geospatial analysis based on exceptions - Geospatial analysis based on on-time delivery. - YOY comparison of exceptions

Prepared by,
Wang Miaoqiong

Vetted by,
Wu Wei