

Team Meeting Minutes #12

Date / Time 9 April 2018, 3.00pm to 5.00pm

Venue Library Project Room 3.6

Attendees Taffy Joan, Jerlyn, Jaehyun

Agenda

1. Dashboard Discussion
2. Presentation Slide Outline

S/N	Notes / Task	Action by	Follow up
1	<p>Training Dashboard - YOY figure</p> <p>There was an error for this value. The team corrected this by changing the “year” column from a string to a date type. Using this edited column, the YOY figure was corrected.</p>		
2	<p>Training Dashboard – Future Planning</p> <p>To include the predictive element into the dashboard, the team discussed to add a graph which forecast the training budget needed for the next year. This stacked bar graph should comprise the initial training budget plus the additional budget needed to replenish the new but left employees.</p>	Taffy	Plot budget forecast graph
3	<p>Performance Dashboard - Sparkline</p> <p>There was a sparkline add-on for power bi online and we installed it. The problem of being unable to synchronize the sparkline and the bullet chart arose because the sparkline was unable to drag the KPI hierarchy under the category section.</p> <p>Upon further discussion the team decided to include the sparkline for the actual KPI page. 4 sparklines are needed to be built for each business units and for each direction.</p>	Jerlyn	Add Sparkline
4	<p>Dashboard – Text Comments</p> <p>Comments on the dashboard needs to be added to the 3 respective dashboard sections wherever space permits. This would increase the usability of the dashboard for the end user.</p>	All	
5	<p>Combine Dashboards</p> <p>Currently, training and employee dashboard are in a single file, while the performance dashboard is in a separate file. The team decided that it would be easier to migrate the training and employee</p>	Jaehyun	Map training and employee dashboard to TnD dashboard

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	dashboard to the performance dashboard instead of the converse.		
6	<p>Combined Dashboard - Summary Page A new summary page is needed to display the overview of the 3 dashboard sections. This page would include</p> <ol style="list-style-type: none"> 1. Employee <ul style="list-style-type: none"> • Mosaic plot of the employee status 2. Training <ul style="list-style-type: none"> • 2 Expenditure bullet graphs for each business unit 3. Performance <ul style="list-style-type: none"> • 3 bullet graphs – Productivity, Quality, Safety 	Jaehyun	Add summary page
7	<p>Combined Dashboard - Comparison Page This page would help the end user observe any trends between the training and performance.</p> <p>From the team’s data exploration, only safety performance and safety trainings seem to move in tandem.</p> <ol style="list-style-type: none"> 1. Training <ul style="list-style-type: none"> • Time series plot of HSEQ and Productivity Course 2. Performance <ul style="list-style-type: none"> • Bullet graph of productivity, quality and safety. <p>If drill through by business unit is possible, it might be value adding to do so.</p>	Jaehyun	
8	<p>Presentation Slides The team settled on the outline for the presentation slides for the USDA conference, following closely to the research paper that was submitted.</p> <p>If possible, the team would like to embed the Power BI dashboard into the power point since both by Microsoft and should be compatible.</p>	All Jaehyun	Try to embed dashboard into power point
9	<p>Administrative Matters The team booked room for the next team meeting on Wed. We wanted to consult Prof Kam before the conference, however, his schedule is fully booked.</p>		