



SPONSOR MEETING MINUTES

Date:	09/10/2015
Time:	0800hrs
Venue:	Sypher Labs Pte Ltd
Attendees:	Shamir, Eva Tan, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim
Absentees:	Vu Hoang Minh, Nguyen Luong Thanh
Agenda:	<ol style="list-style-type: none"> 1. Motivation behind Versafleet Analytics 2. Project Description 3. As-Is vs To-Be 4. Confirm features 5. Others

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	<p><u>Motivation behind VersaFleet Analytics:</u></p> <ol style="list-style-type: none"> 1. EDB logistics - Unaware of freight pattern in Singapore, hence there is room for demand 2. ¼ of roads in SG are occupied by logistics vehicles (4000 daily, taking up 25% of road space) 3. To track where the trucks are at the different timings → (Time periods) to block off certain roads to give way to logistics trucks to ease the main roads 4. Logistics SMEs business owners are not sure if they are making money? 5. Logistics SMEs business owners are unsure of what the Delivery fulfillment Rate is like at the moment? 6. Demand for visibility of operation patterns in transport logistics <p>X factor</p> <ol style="list-style-type: none"> 1. Logistics (7000 - 88% SMEs. SMEs: 99.9% paper based) 2. 15/15 companies to adopt Versafleet Analytics 3. Sponsor aims to have 500 users for Versafleet 4. Revolutionise the way supply chain logistics operations is being reported 	Update X Factor (Karen)	31/10/2015

2.	<p>Project Description Our project aims to revolutionise the way supply chain operations is reported by logistics SMEs in Singapore as well as the way business performance is tracked.</p> <p>Currently, tracking of their business performance by logistics SMEs is done through manual calculation of KPIs from consolidated hardcopy documents or even excel spreadsheets. With e-commerce gaining traction in Singapore, reporting done through manual calculation is too slow, rendering the information not up-to-date. To help supply chain players, logistics SMEs in particular, improve their operations to maintain their competitive edge in the highly competitive logistics industry, automated reporting tools are necessary.</p> <p>Our project, VersaFleet Analytics, provide visualisations for complex KPIs data and present them as aesthetically appealing graphs and tables. These graphs and tables aid business owners in analysing company's business performance and reporting purposes.</p> <p>Our primary focus of data for analysis would be:</p> <ol style="list-style-type: none"> 1. Cost 2. Revenue 3. Delivery Fulfilment Rate (Customers) 4. Delivery Fulfilment Rate (Drivers) 5. Order Lead Time <p>Belief: Data aggregation should be automated and presented on demand in an insightful way</p> <p>Scope:</p> <ol style="list-style-type: none"> 1. Reporting tools + frequency of logistics now inadequate for e-commerce 2. Done manually, takes a lot of time 3. To help supply chain players improve operations, automated reporting tools are required → Free up their 	Update Project Description (Karen)	31/10/2015
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	<p>time + get richer data more quickly</p> <p>4. Moreover, the absence of data pertaining to logistics industry in Singapore could render road planning policies ineffective.</p>		
3.	<p>As-Is To-Be</p> <p>As-Is:</p> <p>Business Owner (Difficulty in version maintenance)</p> <ol style="list-style-type: none"> 1. Prints out delivery invoices and accounting statements(costs and revenue) from Versafleet and Xero(within Versafleet) 2. Manually calculate percentage figures on delivery fulfilment rate to each shipper 3. Manually calculate order lead time 4. Manually calculate cost breakdown figures 5. Compare figures to previous months 6. Review company's operations 7. Compute Delivery Fulfilment Rate to each shipper 8. Report to shipper (shipper requests) <p>To-Be</p> <p>Business Owners</p> <ol style="list-style-type: none"> 1. Login 2. Review company's operations 3. Create account for shippers for reporting and get them to view DFR <p>Versafleet Analytics filter and aggregate data from Versafleet and xero (within Versafleet) data relevant to company's KPIs and display them in the easily understandable overall KPI figures, graphs and tables</p>	As-Is and To-Be Diagrams (Eva)	31/10/2015
4.	<p>Confirmed Features</p> <ol style="list-style-type: none"> 1. Period on period comparison for graphs 2. Animation on the dashboard 3. Graphs - react d3 (statistical power of r and visualisation of data) library 4. Remove diagnostics under Alert 	Send an email to Shamir for confirmation and request of login API and API for actual delivery date/time (Karen)	31/10/2015

	Module as it is rarely used		
5.	Others <ol style="list-style-type: none"> 1. Supply Chain Operations Reference SCOR framework metrics (IDA's manufacturing and retail) 2. Settings page to take in user's input for cost variables 	Include SCOR framework in acceptance presentation (Eva/Karen)	31/10/2015

Vetted by: Eva

Follow up: To be circulated amongst team