PROGNESIS

TEAM MEETING MINUTES

Date:	03/12/2015
Time:	1400hrs
Venue:	Google Hangout
Attendees:	Vu Hoang Minh, Goh Yi Xuan
Absentees:	Claudia Foong Pui Shuen, Eva Tan Guan Hua, Karen Lim Wen Yan, Nguyen Luong Thanh Minh
Agenda:	1. Data captured by VersaFleet 2. To design graphs and its contents 3. Updates done to metrics

No.	Task	Follow Up(Person-in-charge)	Deadline

1.	**Data captured by VersaFleet**
	● Driver
	  ○ Name → Ethnicity of driver
	  ○ DOB → Age of driver
	  ○ NRIC → Foreigner/Local
	  ○ Contact number
	  ○ Default vehicle
	  ○ License → Vehicle class
	● Vehicle
	  ○ Plate number → Individual vehicle
	  ○ Model → Vehicle brand
	  ○ Type → Vehicle measurement
	  ○ Cargo load → Load
	  ○ First registration date → Age of vehicle
	  ○ Effective date of ownership
	● Jobs
	  ○ Customer → Customer of the job
	  ○ Account
	  ○ Tags
	  ○ File
	    ■ Filename
	    ■ Updated at
	    ■ Created at
	  ○ Additional info
	  ○ Trips
	    ■ Pricing → DFR for particular price range (i.e. type of goods i.e. goods volume/distance travelled)
		Discuss with Andrew how to display graphs and what contents to display (Team)	09/12/2015

- ■ Invoice reference number
- ■ Pickup address
- ■ Delivery address
- ■ Pickup date & time
- ■ Delivery date & time
- ■ Actual pickup date & time (in notification)
- ■ Actual delivery date & time (in notification)
- ■ File
  - ● Filename
  - ● Updated at
  - ● Created at
- ■ Trip items
  - ● Weight
  - ● quantity
  - ● Volume(m3)
  - ● Dimension
- ● Customers
  - ○ Name
  - ○ Email
  - ○ Contact person
  - ○ Contact number
  - ○ Fax
  - ○ Account
    - ■ Account name
    - ■ Address
      - ● Postal code
      - ● Address
      - ● Country
- ● Planning
  - ○ Allocation of driver to trip → Driver's DFR
  - ○ Allocation of vehicle to trip → Vehicles' DFR
  - ○ Remarks
- ● Vehicle maintenance
  - ○ Vehicle
  - ○ Driver
  - ○ Date
  - ○ Workshop name
  - ○ Total receipt value($)
  - ○ Cost breakdown
    - ■ Description
    - ■ Quantity
    - ■ Amount($)

VersaDrive
- ● Runsheet
  - ○ Client

	o Destination from
	     o Destination to
	     o Start date
	     o End date
	 ● Pickup/Delivery
	     o Attach photo → Text recognition
	     o Input signature
	     o Get location from map
	     o Call contact number
	     o Complete task
	     o Timestamp when task completed		

2	**Derived Metrics**	Discuss with Andrew (Team)	09/12/2015

Inside row 2, the embedded table:

Revenue - Cost → Profit				
3	**Overall DFR for Customer/Driver/Vehicle (Final Report / 3PLs Overview)**			
2	**Driver**	**Vehicle**	**Customer**	**Trip**
1	Age	Model		Weight
	Ethnicity	Cargo		Quantity
	Nationality	Age		Volume
				Pick up address
				Delivery address
				Pricing
				Planned Pickup time
				Planned Delivery time

KIV Explain late delivery to customer in report

| 3 | **Customer View (2)**
Customer DFR → Line Chart (overall DFR over time) with | Discuss with Andrew (Team) | - |

table(trips,pricing, pickup time, delivery time and trips' DFR)

3PL admin user View (3) (interactive)
- Overall DFR for Customer → Line Chart (customer's overall DFR over time) with table(customer name, contact, email, ,overall DFR for customer)
- Overall DFR for Driver → Line Chart(driver's overall DFR over time) with table(driver name,age,nationality, ethnicity, drivers' overall DFR)
- Overall DFR Vehicle → Line Chart(vehicle's overall DFR over time) with table(number plate,age,type,model, vehicles' overall DFR)

3PL admin user View (2) (non-interactive)
- Customer DFR → Line Chart (overall DFR over time) with table(trips,pricing, pickup time, delivery time and trips' DFR)
- Driver DFR → Line Chart(driver's overall DFR over time) with table(trips,pricing, pickup time, delivery time and trips' DFR)
- Vehicle DFR → Line Chart(vehicle's overall DFR over time) with table(trips,pricing, pickup time, delivery time and trips' DFR)

3PL admin user View (1) Bar Chart
Driver
- DFR for age range → (18-25, 26-35, 36-45, 46- 55, 56-65)
- DFR for ethnicity → (e.g. Malay, Chinese, Indian, Eurasian)
- DFR for nationality → (e.g. Singaporean, Malaysian)

Note: Dropdown menu to select "All"(for lvl 3) and subsequent list of customer/driver/vehicle (lvl 2)

4	**Metrics to keep:** DFR for Driver DFR for Customer DFR for Vehicle **Reconsider metrics:** Revenue → UI and UX to be improved Cost Profit **Suggest to drop:** Bill Cycle time Order and Delivery Cycle Time	Discuss with Andrew (Team)	09/12/2015

PR⬤GNESIS

Prepared by: Yi Xuan

Vetted by: Karen

Follow up: To be circulated amongst team