

TEAM MEETING MINUTES

Date:	26/08/2015
Time:	1600hrs
Venue:	SIS GSR 2.6
Attendees:	Eva Tan Guan Hua, Claudia Foong Pui Shuen , Goh Yi Xuan, Karen Lim Wen Yan
Agenda:	<u>IDP (Preparation for FYP)</u> <ol style="list-style-type: none"> 1. Plan follow up actions for observation phase 2. Brainstorm on observation questions 3. Prepare questions for mentor meeting

No.	Task	Follow Up(Person-In-Charge)	Deadline
1.	Plan follow up actions for observation phase	Email Sponsor (Shamir) for help in liaising with logistics SMEs for observations. (Karen)	26082015
2.	<p>Brainstorm on observation questions</p> <p><u>Things to find out for observation phase:</u></p> <ol style="list-style-type: none"> 1. Types of data that logistics SMEs are exposed to 2. How they make business decisions 3. Identify significant participants 4. Come up with targeted questions for these participants <p><u>Observation questions:</u></p> <p><u>Operational</u></p> <ol style="list-style-type: none"> 1. What factors do you consider on accepting an incoming job offer? 2. How are the delivery trips planned and how are they scheduled? 3. What kind of factors do you consider when assigning drivers to jobs? <p><u>Business</u></p> <ol style="list-style-type: none"> 1. In which areas do you make business decisions? 2. Which areas is making business decisions the most challenging? 3. What sort of data do you reference when making business decisions? 4. What kind of data would you like to see to make better business decisions? 	Observation with Sarah from IFL and gather information. (Yi Xuan and Claudia)	01092015

3.	<u>Prepare questions for mentor meeting:</u> <ol style="list-style-type: none"> 1. What if we are unable to conduct observations with 5 logistics SMEs? 2. How should we present our solutions? 3. Is displaying considered a solution? 4. Is displaying data in the form of a pie chart one solution and graph as another solution? 		
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Vetted by: Eva

Follow up: To be circulated amongst team