**Minutes of Meeting**

**Date:** 21-Jan-2025  
**Time:** 4.00 PM  
**Venue:** Govandi

**Agenda**

Discussion of Power BI Dashboard for M Power Micro Company and proposed modifications.

**Meeting Discussion Points**

1. **Dashboard Modifications Required by Client:**
   * **Matrix View:**  
     The current filters (state, office name, and officer name) using drop-downs need to be changed to a **matrix format** for better visualization.
   * **Business Growth Insights:**  
     They requested to view the **business growth** broken down by **state, office name, and officer** to better track performance.
   * **Portfolio Growth:**  
     They wants a visualization to monitor **portfolio growth** over time.
   * **Collection Efficiency:**  
     A new dashboard section is required to display **collection efficiency**.
   * **Delinquency Analysis:**  
     They wants a report to track **delinquency** on a **month-by-month basis.**
2. **Future Data Provision:**
   * They confirmed they would provide **complete and proper data for October, November, and December.** The dashboard will be updated with this data for enhanced reporting and visualization.
3. **Next Steps and Deliverables:**
   * Update the Power BI dashboard to incorporate the requested changes.
   * Await the client’s submission of the updated dataset for October, November, and December.
   * Schedule a follow-up meeting once the changes are implemented for review and finalization.

**Conclusion**

The meeting concluded with a clear understanding of the modifications and deliverables. The next steps will focus on updating the dashboard as per client requirements and incorporating the upcoming data.