


Meeting Minutes

Date	21 October 2014, Tuesday
Time	1400hrs - 1600hrs
Venue	Lilac Room
Attendee(s)	Josephine Joseph, Lee Hwee Ling, Eddie Khoo, Raquel & Wee Wai Hung
Absence with Apology	-
Agenda	Email Trigger Reminder for KPI inputs

S/N	Details	Actions By	Dateline
1.	Uploading of HR Data into KPI Management System		
1.1	<p>Phase 1</p> <p>1. To send the name list of email receivers & email contents for the KPI inputs reminder to Wai Hung/Raquel for Auto email trigger trial run on 1st Nov</p>  <p>Hi,</p> <p>Please be reminded to input your operational KPI data in the KPI Management System (formerly known as SLIM) by 5th Oct 2014.</p> <p>Kindly comply strictly to the deadline given.</p> <p>Please note that once your inputs are delayed, all other reporting lines will be delayed as well. Also advise if there is anyone whom I should include/exclude from this loop. Many thanks in advance!</p> <p>(Kindly be advised too that due to the sensitivity of the KPI data, there are limitations to the number of KPI users per designation allowed for each cost centre. Should you require a new user ID or request change of access for your team members, kindly let me know instead of contacting Wai Hung from IT directly. Any requests for User IDs which go straight to IT will be diverted back to myself and your respective Unit Chief anyway).</p> <p>Best Regards,</p> <p>Lee Hwee Ling (Ms) Senior Analyst - Operations Excellence Contract Logistics/SCM, Management</p>	Hwee Ling	29 Oct
1.2	<p>1. To test & prepare a hard coded Auto email trigger for trial run on 1st Nov</p> <p>2. Trial run with hard coded email to all users on 1st Nov</p>	Wai Hung	30 Oct
1.3	<p>1. To remove the default '0' for the Inventory & Accuracy component for the objective to identify part of the data completeness.</p>	Raquel	30 Oct



1.4	<p>Phase 2</p> <ol style="list-style-type: none">To add columns in the KPI User Access scopes<ul style="list-style-type: none">Email addressCheck box for 'To' & 'Cc' listCheck box for 'date of email triggers',<ul style="list-style-type: none">e.g. for Ops: First Group - 1st to 5th of the month (Daily)e.g. for HR & Finance: Second Group - 8th to 10th of the month (Daily)	Raquel	14 Nov
1.5	<p>Phase 3</p> <ol style="list-style-type: none">Enhancement on email trigger to users, based on Summary page for completion of data/inputs less than 80%	Eddie/ Hwee Ling	By end Jan 15