# Group 19 Workspace

Group Members:

Carlo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

## Tasks

1. Conduct a meeting and divide the tasks
2. Data Importation
3. Cleaning the data
4. Make the Data Presentable
5. Processing Time in which invoices are settled
6. Processing Time in which disputes are settled
7. Percentage of lost disputes
8. Percentage of revenue lost
9. Country with the highest losses
10. Visualization of Data
11. Recommendation
12. Creation of Slide
13. Compilation of Query Files

## Plan

Fill in the table below according to your tasks, their owners, deadline and status. Refer to the example in the table.

| **Task** | **Who is responsible** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| Conduct a meeting and divide the tasks  Come up with objectives that can solve the business problems solved through data analysis | Carlo — Group Lead | 01.06.2023 | Completed |
| Data Importation | Francis | 01.07.2023 | Completed |
| Cleaning the data | Rene | 01.07.2023 | Completed |
| Make the Data presentable | Rene | 01.07.2023 | Completed |
| Processing Time in which invoices are settled | Marielle | 01.10.2023 | Completed |
| Processing Time in which disputes are settled | Elve | 01.10.2023 | Completed |
| Percentage of lost disputes | Dexter | 01.13.2023 | Completed |
| Percentage of revenue lost | Carlo | 01.13.2023 | Completed |
| Country with the highest losses | Francis | 01.13.2023 | Completed |
| Visualization of Data | Elve | 01.14.2023 | Completed |
| Recommendation | Dexter | 01.14.2023 | Completed |
| Creation of Reports: Excel | Carlo | 01.15.2023 | Completed |
| Creation of Report: Word | Francis | 01.17.2023 | Completed |
| Creation of Report: Powerpoint | Elve/Marielle | 01.17.2023 | Completed |
| Recording of Video Presentation | Dexter | 01.18.2023 | Completed |
| Submission of Deliverables | Carlo | 01.18.2023 | Completed |

## Notes

**Business Problems of the Client (Yellevate)**

1. 5% Annual Loss due of Revenue (in USD) possibly due to payment opt-out
2. 20% of disputes raised resulted to payment opt-out
3. Multiple instances of dissatisfied customers ending up not paying the client

**Data Analytics Objectives that can help solve the Client’s Business Problems**

1. Get amount lost per year, per country
2. In which country has the longest average processing time for settlement? Does this differ per year?
3. How many percentage of disputes were lost? Per country?
4. How many percentage of disputes has lost revenue? Per country?
5. In which country has the highest disputes? In which country has the highest losses for disputes? Does this change per year?

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### Meeting #1

Date: 01.05.2023.

Who attended the meeting:

Carlo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Assignment of Group Leader
2. Creation of the Discord Thread
3. Sharing of contact details, common schedules

Next Step:

1. Meeting on January 6, 7PM to discuss Project Brief

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### Meeting #2

Date: 01.06.2023.

Who attended the meeting:

Carlo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

What we discussed:

1. Procedures for importing the data
2. What needs to be cleaned (needs further processing on this)
3. Understanding each question
4. What needs to be submitted, Assignment Criteria

Next steps:

1. Answer questions individually on our own time
2. Share own answers via Discord thread
3. Meet via Zoom again for alignment and finalization of answer on Monday (Jan 9, 2022, 7PM)

### Meeting #3

Date: 01.09.2023

Who attended the meeting:

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

* Attendees compared answers to the 5 business question raised.

1. The processing time during which invoices are settled (average # of days - 26 days (majority); other answer - 24
2. The processing time for the company to resolve disputes (average # of days) - 3 days (majority); other answer - 36; this is for discussion
3. Percentage of lost disputes received by the company (within two decimal places) - 17.69% (majority); other answer - 23.15%
4. Percentage of revenue lost from disputes (within two decimal places) - 4.67% (majority)
5. The country where the company reached the highest losses from lost disputes (in USD) - France

Next steps:

* Continue with daily meetings
* Discuss excel dashboard

### Meeting #4 Date: 01.10.2023

Who attended the meeting:

Carlo Paolo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Finalized unified answers for Questions #1 - #5

Next steps:

1. Creation of Visuals and Dashboard
2. Meeting on January 11, 7PM

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### Meeting #5 Date: 01.11.2023

Who attended the meeting:

Carlo Paolo Velez

Dexter Aterrado

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Presentation of Visuals and Dashboards
2. Discussion of Final Output (Word, Excel, and Powerpoint Reports) and Division of Tasks

Next steps:

1. Creation of Final Outputs (Word, Excel, and Powerpoint Reports)
2. Meeting on January 16, 7PM

### Meeting #6 Date: 01.16.2023

Who attended the meeting:

Carlo Paolo Velez

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Presentation of Final Output (Word, Excel, and Powerpoint Reports)

Next steps:

1. Revise Final Outputs
2. Meeting and Recording of Presentation on January 17, 7PM

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### Meeting #7 Date: 01.17.2023

Who attended the meeting:

Carlo Paolo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Last Check of Powerpoint Presentation
2. Sample Presentation

Next steps:

1. Finalize Outputs
2. Submission of Final Deliverables January 18, 7PM

### Meeting #8 Date: 01.18.2023

Who attended the meeting:

Carlo Paolo Velez

Dexter Aterrado

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Finalize Outputs
2. Submission of Final Deliverables January 18, 7PM

### Meeting #9 Date: 02.07.2023

Who attended the meeting:

Carlo Paolo Velez

Renato Calma

Francis Domingo

Elve Tobias

Marrielle Magbutong

What we discussed:

1. Q & A with Mentor Gus about the received feedback
2. Note-taking for revisions needed

Next step:

1. Revise and update the Deliverable files

### Meeting #10

### Date: 02.14.2023

Who attended the meeting:

Carlo Paolo Velez

Marrielle Magbutong

What we discussed:

1. Q & A with Mentor Pau about the received feedback
2. Note-taking for revisions needed

Next step:

1. Update and Finalize the Deliverable files