

Transcribed notes by Gary Gregg.

On Wednesday, January 10, 2018 at approximately 7:50 PM, a standup meeting was held at 164 Savary Hall at the University of Washington. Present were Megan Hazen, Gary Gregg and Abhishek Varma. The meeting lasted approximately 15 minutes. The following topics, or points were discussed:

- Our meeting with the program sponsor, Elise Worthy (representing *Kids on 45<sup>th</sup>*) on 1/9/2018, and the information obtained that day was deemed to be the team's progress for the week. See minutes for that meeting for details of the items discussed.
- A plan for progress in the coming week was discussed. It appears that the databases (groups of MS Access tables) for the *Kids on 45<sup>th</sup>* legacy data are grouped into three, and these are of relatively equal importance. These are **Custdata** (Customer Data), **Product**, and **Sales**.
- Since there are three groups of tables, it makes it an easy division of labor to assign each group of tables to the three team members for analysis. The agreed assignments are therefore:
  - **Custdata** – Gary
  - **Sales** – Jahnavi
  - **Product** – Abhishek
- In the meeting yesterday, we learned that *Kids on 45<sup>th</sup>* desires to have two important questions answered. Analysis of the data tables should take place with an eye toward – in particular – answering these two questions. **If we cannot answer these questions, or if the answers would be severely limited**, the team should be able to explain why. The questions are:
  - "How long does it take, on average, to sell a particular type of item?"
  - "What was the most frequent sales price for a particular type of item?"
- Megan asked that we analyze the data with an eye toward determining what other questions of business interest might be answered from the analysis. Questions that Megan thinks might be interesting are:
  - What percentage of items don't sell? (We know that these items end up being donated after spending time in the bargain bin.)
  - Should Kids on 45<sup>th</sup> be pickier about what consignment items they accept?
  - What sort of additional data should the enterprise be recording, if any?
  - What change in pricing has occurred over time due to inflation?
- Megan agrees that it might be useful to writing meeting minutes, such as I am doing now.