# Group Workspace Template

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## Deadline

Date of submission: 26 May 2023.

## Tasks

1. Conduct a first team meeting and choose a framework.
2. Divide tasks among team members.
3. Establish clear objectives for data analysis. Understand the questions to be answered –
   1. Identify the most disciplined and undisciplined employees and divisions;
   2. Create a visualization with the analysis of weekdays and months when the most employees were late/absent (either for vacation or sick leave);
   3. Answer the following questions. Which heads of departments tend to forgive employees for lack of discipline? Are there any favorites for any heads of departments (perhaps some employees are always forgiven for being late, given time off, etc.)?
4. Collect the data and organize by the relevant parameters.
5. Clean the data (remove duplicates, handle missing values, etc.).
6. Transform and analyze the data using SQL then import the data into Power BI.
7. Create visualizations and charts of each dashboard in Power BI.
8. Review and refine the dashboard for accuracy, clarity, and relevance.
9. Finalize the report. Make any necessary adjustments to the visualizations, layout, or data analysis.
10. Prepare and record the presentation on the video.
11. Submit the project report individually on the platform.

## 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 | Jericho Argayoso — Group Lead | 08 May 2023 | Completed |
| Understand the questions to be answered | Jericho Argayoso, Emie Azas, Garner Ted Quimado | 12 May 2023 | Completed |
| Clean the data | Jericho Argayoso, Emie Azas, Garner Ted Quimado | 15 May 2023 | Completed |
| Give more ideas on how the data should be cleaned, and what visuals and charts to use | Rosel Sabado | 18 May 2023 | Completed |
| Transform and analyze the data using SQL and Power BI | Garner Ted Quimado | 19 May 2023 | Completed |
| Create visualizations and charts of each dashboard in Power BI. | Jericho Argayoso, Emie Azas, Garner Ted Quimado | 23 May 2023 | Completed |
| Make a PDF report on the issue | Emie Azas | 25 May 2023 | Completed |
| Prepare and record the presentation on the video. | Jericho Argayoso | 26 May 2023 | Completed |
| Submit the project report | Jericho Argayoso, Emie Azas, Garner Ted Quimado | 26 May 2023 | Completed |

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### Meeting #1

Date: 08 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Introduced ourselves. Got to know our strengths and weaknesses on working tasks in this Group Project. Read the Project Brief and discussed on how to clean the data and set data analysis goals.

Next steps: More discussion.

### Meeting #2

Date: 09 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: We noticed that the “schedules” table has a lot of user id’s and dates in a single cell. Discussed on what steps we should do to clean the “schedules” table. We also discussed on how to treat blank values, null values, and unnecessary data.

Next steps: Clean data.

### Meeting #3

Date: 10 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Tried to clean all the tables and data but we still have questions about the other tables that have missing values and null values.

Next steps: Attend Live Session.

### Meeting #4

Date: 17 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Cleaned all the data using SQL. Brainstormed on what charts should we use on our dashboard.

Next steps: Arrange and design visualizations.

### Meeting #5

Date: 22 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Merged queries and made new measures for our visualizations and charts.

Next steps: Plan for more visuals.

### Meeting #6

Date: 23 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Made new measures for our visualizations and charts.

Next steps: Finalize visuals.

### Meeting #7

Date: 24 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Made the report of the issue of the company.

Next steps: Finalize the report.

### Meeting #8

Date: 26 May 2023

Who attended the meeting: Jericho Argayoso, Garner Ted Quimado, Emienil Azas

What we discussed: Prepared and recorded the presentation.

Next steps: Submit all the documents.