# **Group Workspace**

## **Deadline**

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## **Tasks**

1. Conduct a first team meeting and choose a framework. (Ask, Prepare, Process, Analyze, Share, Act)
2. Divide tasks among team members.
3. Tasks – data company wants to see
   1. The processing time in which invoices are settled (average # of days rounded to a whole number)
   2. The processing time for the company to settle disputes (average # of days rounded to a whole number)
   3. Percentage of disputes received by the company that were lost (within two decimal places)
   4. Percentage of revenue lost from disputes (within two decimal places)
   5. The country where the company reached the highest losses from lost disputes (in USD)
4. Identify the problems facing the business and come up with objectives that can solve them with data analysis.
5. Set data analysis goals according to these business objectives.
6. Conduct your data analysis by loading a .csv file in SQL to perform the necessary data cleaning.
7. Analyze data using Excel functions.
8. Visualize your processed data in a manner that your visuals will help answer any and all the questions.
9. Generate insights from your analysis to provide recommendations on probable strategies to deal with disputes

## **Plan**

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

| **Task** | **Who is responsible** | **Deadline** | **Status** |
| --- | --- | --- | --- |
| The processing time in which invoices are settled | Ey | 12.13.2022 | Completed |
| The processing time for the company to settle disputes | Jericho | 12.13.2022 | Completed |
| Percentage of disputes received by the company that were lost | Adrian | 12.13.2022 | Completed |
| Percentage of revenue lost from disputes | Adrian & Gene | 12.13.2022 | Completed |
| The country where the company reached the highest losses from lost disputes | Ramon | 12.13.2022 | Completed |
| Submit suggested visualizations for the five above | Everyone | 12.14.2022 | Completed |
| Convert ‘1’ to ‘0’ | Everyone | 12.14.2022 | Completed |
| Based on the data, give business insights for the clients | Everyone | 12.19.2022 | Completed |
| Focus on France. a to e | Everyone | 12.15.2022 | Completed |
| Improve graphs for presentation | Gene | 12.19.2022 | Completed |
| Check Assessment Criteria | Jericho | 12.20.2022 | Completed |
| Prepare Powerpoint | Adrian | 12.19.2022 | Completed |
| Prepare Report | Francis & Ey | 12.21.2022 | Completed |
| Prepare Data Story | Ramon | 12.19.2022 | Completed |
| Record presentation | Adrian & Ramon | 12.20.2022 | Completed |
| Review of all documents | Everyone | 12.22.2022 | Completed |
| Submission | Everyone | 12.23.2022 | Completed |

## **Notes**

During your team meetings or chat discussions, you might think of some useful ideas that you don’t want to forget.

### **Meeting #1**

Date: 12.12.2022.

Who attended the meeting: All present

What we discussed: First team meeting, Project brief, divided initial tasks (3a to e) among members. Proposed problem to answer: What is the cause of the disputes? One member will be assigned Data Viz?

Next steps: Show results, discuss any problems with query.

### **Meeting #2**

Date: 12.13.2022.

Who attended the meeting: All Present

What we discussed: Answers to tasks a to e; made some analyses. Convert 1’s and 0’s to Yes and No for the visualizations. Noted invoices are always due in 30 days.

Next steps: Compose visualizations, prepare insights

### **Meeting #3**

Date: 12.14.2022

Who attended the meeting: All present

What we discussed: (can we answer this question: Are disputes the result of contract technicalities or clients thinking they can get away with not paying for the services?) – No. Assume contracts are usually in standard format. If it was technical, other countries would have disputes. Also customers usually pay on time (well within the 30 day limit). Therefore we focus on France, since we believe the problem is there.

Suggest to customer –

1. Gather more data and feedback from customers in France. Emails, contract, other documents, to see a possible common problem.

2. Why does Spain have the lowest disputes? Is it possible they can learn some best practices and share them with France.

Next steps: Generate visualization for France, give more insights.

**Meeting #4**

Date: 12.15.2022

Who attended meeting: All present

What we discussed: Finalized which graphs to be part of the presentation, Approach to presentation (answer questions for data, a to e), to present data countries together. We will agree with Yellevate’s assumptions.

Next steps: prepare data stories

**Meeting #5**

Date: 12.19.2022

Who Attended: All Present

What we discussed: Reviewed data story, prepared powerpoint, distributed tasks (report, recording presentation, submission criteria). Cleaned up graphs and data story.

Next steps: recording presentations, submit report.

**Meeting #6**

Date: 12.20.2022

Who Attended: All Present

What we discussed: Recorded presentation. Reviewed report

Next steps: review final report. Check submissions

**Meeting #7**

Date: 12.21.2022

Who Attended: All Present

What we discussed: Went over all requirements. Prepare for final submission

Next steps: to submit final report, 12.23.2022

**Meeting #8**

Date: 12.23.2022

Who Attended: All Present

What we discussed: Review of all documents, approval

Next steps: Submission