# Meeting Summary

Okay, here’s the summary of the technical meeting, structured according to the guidelines:

### Topic / Feature Discussed: Insta BI Performance (00:02 - 00:47)

**Client Requirements:** \* Client expects Insta BI to perform better after the changes. \* Requirement for the system to handle large queries without slowing down the process significantly. \* Desire for longer pause capabilities.

**To-Do List / Action Items:** \* Speaker B to investigate the slowness issue with Insta BI. \* Test the system with Insta BI data to assess performance.

**Clarifications & Key Assumptions:** \* Assumption that data size will be small. \* Unclear whether the current process is slower than the initial process.

### Topic / Feature Discussed: Statement Reconciliation & Dashboard (00:47 - 02:27)

**Client Requirements:** \* Need to follow up on statement reconciliation. \* Dashboard should be clear and easy to understand. \* Dashboard should allow easy access to data and graph creation.

**To-Do List / Action Items:** \* Share Janna’s dashboard example with the client.

**Clarifications & Key Assumptions:** \* Unclear which dashboard is being referred to in relation to statement reconciliation. \* Assumption that Janna’s dashboard is considered user-friendly. \* Statements may not be reconciled with the same values.

### Topic / Feature Discussed: JMA & Data Accuracy (02:27 - 03:38)

**Client Requirements:** \* Determine if Jabatan Negara (JMA) has a dashboard. \* Need confirmation on the availability of JMA dashboard.

**Clarifications & Key Assumptions:** \* Concern that JMA data might be entered manually, leading to inaccuracies. \* Uncertainty whether JMA provides an existing dashboard.

### Topic / Feature Discussed: Data Soft & Management Reporting (03:38 - 04:07)

**Client Requirements:** \* Use Data Soft data, specifically the “29” data. \* Management needs to know if data is the same every morning. \* Focus on small figures instead of all data.

**To-Do List / Action Items:** \* Try the Data Soft data from 29th. \* Check net figures against the financial nominal data.

**Clarifications & Key Assumptions:** \* Unclear which data “29” refers to. \* Assumption that using Data Soft data will prevent the need for significant company efforts.

### Topic / Feature Discussed: AI Integration & Data Security (04:07 - 05:43)

**Client Requirements:** \* Explore the possibility of directing the system to perform actions using AI (like creating a TV promo).

**Clarifications & Key Assumptions:** \* Current system is primarily a data storage location. \* Concern about data security issues related to placing data outside. \* AI is not a function of the current project. \* Assumption that AI features could be built using cloud platforms. \* EOD not suitable for AI. \* AI will be an expensive tool.

### Topic / Feature Discussed: AI Tool Installation & Data Detail (08:02 - 09:11)

**Client Requirements:** \* AI tools must be installed and controlled internally. \* Need to understand the level of detail required from “Amanah” data (down to transaction level). \* Further information is required on how AI is used in Vouchers and OD.

**Clarifications & Key Assumptions:** \* Previous study existed to make this happen, but data security issues prevented it from happening.

### Topic / Feature Discussed: PPJ & AI (09:11 - 09:28)

**Client Requirements:** \* The client needs to know that PPJ has all the required AI functions. \* The client is under the impression that PPJ is knowledgable in AI.

**Clarifications & Key Assumptions:** \* The AI would be used for auditing purposes.

### Topic / Feature Discussed: Materiality & RM 37,000 (09:28 - 10:03)

**Client Requirements:** \* If RM 37,000 is too small an amount, it needs to be reviewed, especially if combined together from different transactions. \* Need to see all the details within the amount. \* The system must be able to read contracts. \* The system must include voucher number, document date, and KTG.

**Clarifications & Key Assumptions:** \* Column nominals will be excluded.

### Topic / Feature Discussed: Filters & Cash vs Tabungan (10:03 - 10:41)

**Client Requirements:** \* There are already filters and variant analyses in place. \* The breakdown of cash vs Tabungan must be clear. \* Deposits less than 3 months are considered cash. \* The system will be used to analise projects and construction.

### Topic / Feature Discussed: Pembangunan D & Document Kawalan (10:41 - 11:11)

**Client Requirements:** \* The Pembangunan D process must include the code-code account. \* Document kawalan numbers are also required.

### Topic / Feature Discussed: Number Budget & Joining (11:11 - 11:29)

**Client Requirements:** \* The number budget also needs to be visible. \* Document numbers and Kawalan documents should be joined together.

**Clarifications & Key Assumptions:** \* Data is not joined correctly.

### Topic / Feature Discussed: Splitting Accounts, Comparison & Unreasonable Data (11:29 - 11:56)

**Client Requirements:** \* The splitting of accounts should allow data to be filtered and used easily. \* There needs to be data comparison, possibly combined. \* The data should identify information that is not “munasabah”.

### Topic / Feature Discussed: Quick Dashboards, Credit Debit & Notes Bajet (12:16 - 13:19)

**Client Requirements:** \* The materiality dashboard should focus on O, PM and EM data. \* A column for credit and debit needs to be created. \* A column for cash needs to be added. \* The Notes Bajet that are already in place need to be maintained.

### Topic / Feature Discussed: Tunuk Bajet & Ke Akaun (13:19 - 13:39)

**Client Requirements:** \* There needs to be a “ke akaun” for each amount.

### Topic / Feature Discussed: Sampling Dashboard (16:00 - 16:43)

**Client Requirements:** \* User should be able to enter the percentage of risk in a sampling dashboard. \* Sampling for the system should use Amanah 0.1% and Belanja 0.5%. \* The data for the documentation should be new. \* The data sampling should include data not included in the system.

### Topic / Feature Discussed: Accounts PM & Documents (16:43 - 17:27)

**Client Requirements:** \* Accounts that exceed the PM are needed. \* Documents can be accessed by users. \* There should be a detail of each document.

### Topic / Feature Discussed: Random Sampling (17:27 - 18:23)

**Client Requirements:** \* Set Parameters for random sampling data at 1%, 0.5% or 0.3%.

**Clarifications & Key Assumptions:** \* Data not considered “smart”.

### Topic / Feature Discussed: Sampling Specification (18:23 - 19:09)

**Client Requirements:** \* Specification for each random data sampling data. \* Set specific data according to the budget data.

**Clarifications & Key Assumptions:** \* Negative value to be put upfront.

### Topic / Feature Discussed: Pulauan & Detailed Dashboard (19:09 - 19:39)

**Client Requirements:** \* There should be a consolidated view. \* Must ensure the value is negative.

### Topic / Feature Discussed: View Data & Dashboard Creation (19:39 - 20:11)

**Client Requirements:** \* A dashboard can be created with all the column data and filtering.

**To-Do List / Action Items:** \* DA will help in the backend.

### Topic / Feature Discussed: PPJ & Key Order Areas (20:11 - 20:36)

**Client Requirements:** \* The Key Order Areas should be distinct.

**Clarifications & Key Assumptions:** \* There needs to be a comparison to previous Amanah results.

### Topic / Feature Discussed: Multiple Data Sources (24:00 - 24:51)

**Clarifications & Key Assumptions:** \* Most LOI cannot be obtained from a single source. \* Concerns about language in AI. \* This system is a warehouse.

### Topic / Feature Discussed: Dashboard Distribution (24:51 - 25:37)

**Clarifications & Key Assumptions:** \* The dashboard will be given to managers, then to TKMs, then to the departments. \* Allocation can occur, then F1 and F2 can be added.

### Topic / Feature Discussed: Auditing (25:37 - 26:03)

**Clarifications & Key Assumptions:** \* Auditing must be based on what we can access.

### Topic / Feature Discussed: Data Grouping (26:03 - 26:22)

**Client Requirements:** \* Must give direction about what to do with the data.

**Clarifications & Key Assumptions:** \* Auditing may not be used

### Topic / Feature Discussed: LOI Availability (26:22 - 27:04)

**Clarifications & Key Assumptions:** \* If this is not used for the LOI, then data will need to be changed.

### Topic / Feature Discussed: Table & Outliers (27:04 - 27:46)

**Client Requirements:** \* Outliers need to be added into the table. \* LOI needs to be more specific in the future.

**Clarifications & Key Assumptions:** \* Data is the only limiting factor.

### Topic / Feature Discussed: Leases (27:46 - 28:16)

**Client Requirements:** \* Zero balances for billable leases must be removed.

**Clarifications & Key Assumptions:** \* Should be an easy task.

### Topic / Feature Discussed: Direct Data (28:16 - 29:31)

**Client Requirements:** \* Will provide direct data. \* Identify what can be set to zero and what can’t.

**Clarifications & Key Assumptions:** \* If zero, it should appear. \* Will need more insight into what the auditor is looking for.

### Topic / Feature Discussed: Components (29:31 - 30:13)

**Clarifications & Key Assumptions:** \* A list of components will be given. \* Support documentation exists. \* Items will be filtered. \* LOI knowledge will be available.

### Topic / Feature Discussed: LOI Data (30:13 - 31:12)

**Clarifications & Key Assumptions:** \* LOI data will come from different programs. \* ACB also does LOI \* T code may change.

### Topic / Feature Discussed: HCM Data (31:12 - 32:13)

**To-Do List / Action Items:** \* The T will need to be changed. \* HCM Data needs to be looked at.

### Topic / Feature Discussed: Multiple Source Data (32:13 - 33:07)

**Clarifications & Key Assumptions:** \* Needs to be more customizable.

### Topic / Feature Discussed: Filters (33:07 - 33:50)

**Clarifications & Key Assumptions:** \* There will be two filters. \* Data is from KKM, but some is not.

### Topic / Feature Discussed: Revenue Filters (33:50 - 34:12)

**Clarifications & Key Assumptions:** \* Data needs to be reviewed.

### Topic / Feature Discussed: Kementerian (34:16 - 34:47)

**Client Requirements:** \* Need to filter to each ministry. \* SAK should be able to access the dashboard. \* LOI should be able to be changed easily.

### Topic / Feature Discussed: Data Management Training (34:47 - 35:12)

**Clarifications & Key Assumptions:** \* Requires a skilled team member.

### Topic / Feature Discussed: Yearly Charts (35:12 - 36:10)

**Clarifications & Key Assumptions:** \* Yearly data can be reviewed in a chart.

### Topic / Feature Discussed: Trend Results (36:10 - 36:40)

**Client Requirements:** \* Must produce a trend report

**Clarifications & Key Assumptions:** \* The system can produce the results.

### Topic / Feature Discussed: Write Up Requirements (36:40 - 37:12)

**Client Requirements:** \* The system is required to write sentences.

**Clarifications & Key Assumptions:** \* The sentences can’t be created.

### Topic / Feature Discussed: Meeting Outcomes (40:00 - 40:32)

**Clarifications & Key Assumptions:** \* A meeting can be scheduled for this type of data.

### Topic / Feature Discussed: Results (40:32 - 41:44)

**Client Requirements:** \* The Q1 needs to cover January to March \* Q4 should cover December as well. \* Needs comparison from previous years.

### Topic / Feature Discussed: Dashboard and Budget (41:44 - 42:57)

**Client Requirements:** \* Dashboards require all budget information \* Need what data can be extracted from the SAP system. \* Need what data is unavailable from systems.

### Topic / Feature Discussed: 1.5 Hektar (42:57 - 43:05)

**Client Requirements:** \* Need to create some type of code.

### Topic / Feature Discussed: Kerap (48:01 - 48:21)

**Client Requirements:** \* Must keep sessions regular.

### Topic / Feature Discussed: Finance Data (48:21 - 49:03)

**Client Requirements:** \* Must review table data for finances. \* Need to follow table repayment schedule.

### Topic / Feature Discussed: 2 and 1 (49:03 - 49:17)

**To-Do List / Action Items:** \* Add the extra point in.

### Topic / Feature Discussed: Payment (49:17 - 50:07)

**Clarifications & Key Assumptions:** \* Must calculate each payment that comes in.

### Topic / Feature Discussed: Pinjaman (50:07 - 51:17)

**Clarifications & Key Assumptions:** \* A data table will be created.

### Topic / Feature Discussed: Pendahuluan Table (51:17 - 51:43)

**Client Requirements:** \* Need a Wang pendahuluan table.

### Topic / Feature Discussed: Document Types (51:43 - 52:26)

**Client Requirements:** \* A document needs to be created.

### Topic / Feature Discussed: Email Updates (52:26 - 53:07)

**To-Do List / Action Items:** \* Updates to be sent quickly.

### Topic / Feature Discussed: Amanah Report (53:07 - 54:18)

**Client Requirements:** \* To know amount difference in amanah report. \* Want to review excel report.

**Clarifications & Key Assumptions:** \* A data table will be created. \* Need to determine the system of “BWI”

### Topic / Feature Discussed: baki awal (54:18 - 56:14)

**Client Requirements:** \* Need a way to review previous year’s data. \* The previous year’s Baki will need to be verified

**Clarifications & Key Assumptions:** \* There may be data system issues.

### Topic / Feature Discussed: ABT (56:14 - 57:47)

**Client Requirements:** \* If external systems exist, they need to be verified.

### Topic / Feature Discussed: Memoranndum (57:47 - 58:39)

**Clarifications & Key Assumptions:** \* Check all documentation for external and internal data.

### Topic / Feature Discussed: Loans and Gerans (58:39 - 59:27)

**Clarifications & Key Assumptions:** \* Gerans will need to checked within loan data.

### Topic / Feature Discussed: Guarantee (59:27 - 60:06)

**To-Do List / Action Items:** \* Will need to review if the payments were paid out as an official repayment.

### Topic / Feature Discussed: BAJET data (60:06 - 60:33)

**Clarifications & Key Assumptions:** \* The team will specify which codes are related.

### Topic / Feature Discussed: JMD system (60:33 - 61:16)

**Clarifications & Key Assumptions:** \* Data points will be compared with the JMD system.

### Topic / Feature Discussed: Slides and KDNK (61:16 - 62:41)

**Client Requirements:** \* KDNK is released on a monthly basis and needs to be added to the new chart.

### Topic / Feature Discussed: PTJ PTJ (64:00 - 65:36)

**Clarifications & Key Assumptions:** \* Each PTJ PTJ has different values and needs to be measured.

### Topic / Feature Discussed: Data Updates (65:36 - 67:09)

**To-Do List / Action Items:** \* Need to check all data is added up to month 12.