# Meeting Summary

Okay, here is the summary of the technical meeting discussion based on the provided transcript, following the requested structure.

**Meeting Segment 1: Introduction & Dashboard Overview (Approx. 01:48 - 21:08)**

1. **Topic / Feature Discussed:** Performance Audit Sector Dashboard - Introduction & “Maklumat Kementerian” (Ministry Information) Page Overview.
   * Initial discussion about the purpose of the dashboard for the Performance Audit Sector (Sektor Audit Prestasi).
   * Presentation of the main “Maklumat Kementerian” page layout and initial widgets.
2. **Client Requirements:**
   * The primary goal of the dashboard is to assist the Performance Audit Sector in their core business, which is producing audit reports (not financial statements) [03:30, 04:20].
   * A key function is to help auditors select potential audit topics, considering current issues and criteria [08:24].
   * The dashboard needs to cover ministries, government agencies, and statutory bodies [03:20].
   * Need the ability to filter information by Ministry [14:16].
   * Need visibility of key figures per ministry:
     + Total expenditure [13:41].
     + Total number of projects and number of “sick” projects (projek sakit) [14:00].
     + Cash amount (amount tunai), grant amount (amount gran), project expenditure (belanja projek) [14:00].
   * **Crucial Requirement:** The dashboard must display *both* Operating Expenditure (Belanja Mengurus - B) and Development Expenditure (Belanja Pembangunan - D) [15:56].
     + Currently, the displayed expenditure seems to only be Development Expenditure from MyProject [15:31, 16:17].
     + Operating Expenditure data is sourced from i-Gemass [16:20, 16:29].
   * Requirement to view Operating and Development expenditure data consolidated on the *same page/view* for easier comparison [19:30, 19:52].
   * Data presented must be accurate, complete, and comparable [18:37].
   * The dashboard must serve all internal auditors within the department, including top management [19:06]. Views should be consistent.
   * Need data presented by year, possibly related to Rolling Plans (RP) [20:11].
3. **To-Do List / Action Items:**
   * **Vendor (Presenter Team):** Investigate combining Operating Expenditure (from i-Gemass) and Development Expenditure (from MyProject) data display onto the main “Maklumat Kementerian” page [19:52, 20:02].
   * **Vendor:** Address how to display data by year, considering the different data structures and timeframes (MyProject: historical, RP-based vs. i-Gemass: current year, annual basis) [20:11 - 21:08].
   * **Vendor:** Prepare a User Manual (Panduan Pengguna) to guide users on navigating the dashboard and finding specific information [17:24, 17:37, 17:52].
4. **Clarifications & Key Assumptions:**
   * **Clarification Needed:** How to reconcile and display data from MyProject (currently historical: 2017-2021) and i-Gemass (currently 2023) together, given potential differences in structure (RP vs. Annual) and time coverage [18:13 - 18:37, 20:34 - 21:08]. Data synchronization/availability of current MyProject data is unclear [18:31].
   * **Clarification:** The current “Maklumat Kementerian” view primarily shows Development Expenditure from MyProject [16:17]. Operating Expenditure (i-Gemass) exists but is shown elsewhere [16:29, 17:10].
   * **Assumption:** The primary value of the dashboard for this sector is identifying and selecting audit topics [08:24].
   * **Clarification:** The intended users are internal auditors (including management) within the National Audit Department’s Performance Audit Sector [19:06].

**Meeting Segment 2: “Maklumat Kementerian” Page - Widget Details & Data Issues (Approx. 24:00 - 40:02)**

1. **Topic / Feature Discussed:** Dashboard - “Maklumat Kementerian” Page Widgets:
   * “Belanja RMK” (RMK Expenditure) widget.
   * “Amount Tunai” (Cash Amount) & “Amount Gran” (Grant Amount) widgets.
   * “Jumlah Projek vs Projek Sakit” (Total Projects vs Sick Projects) widget.
2. **Client Requirements:**
   * Data presented must be accurate, and definitions must be clear [24:00, 32:00].
   * Terminology must be precise and use official terms [24:36, 27:57, 28:00].
   * The “Belanja RMK” widget is misleading showing only expenditure; it *must* be presented alongside the corresponding Allocation (Peruntukan) for each RMK period to provide context and meaning [32:16, 33:04, 33:12].
   * Displaying the *percentage* of allocation spent for each RMK is desired [40:02].
   * Clarity needed on what “Amount Tunai” and “Amount Gran” represent, the source, and the relevant time period [40:42, 41:10, 41:15]. (Later clarified as related to Cash vs Accrual basis reporting [41:17-41:30]).
3. **To-Do List / Action Items:**
   * **Vendor:** Modify the “Belanja RMK” display:
     + Rename to accurately reflect content, e.g., “Jumlah Peruntukan / Perbelanjaan Mengikut RMK” [33:04, 34:32, 46:06].
     + Display *both* Allocation (Peruntukan) and Expenditure (Perbelanjaan) for each RMK [32:16, 34:45].
     + Consider adding a Percentage Spent calculation/visualization [40:02].
   * **Vendor:** Verify source and use official terminology for all data fields displayed, avoiding ambiguous terms like “Belanja RMK” if it’s not the source term [27:57, 28:00].
   * **Vendor:** Add clear labels/context for “Amount Tunai” and “Amount Gran”, indicating the basis (Cash/Accrual) and time period [41:10, 41:15, 41:30].
4. **Clarifications & Key Assumptions:**
   * **Major Confusion:** Significant misunderstanding regarding the “Belanja RMK” figure [24:08 - 28:55]. It was clarified as actual *expenditure* recorded in MyProject [27:42, 32:48], filtered by ministry [28:15].
   * **Data Limitation:** The MyProject data powering this widget is currently historical (up to 2021) [28:37]. This limits its relevance for current analysis.
   * **Data Source:** The “Belanja RMK” figure is expenditure keyed into MyProject by PICs, intended for cross-checking with i-Gemass [32:29-32:48].
   * **Clarification:** “Amount Tunai” relates to Cash Basis accounting, “Amount Gran” (implied) relates to Accrual Basis, sourced via i-Gemass from government financial statements [41:17 - 41:30]. Client deems this secondary information [42:53].
   * **Client Feedback:** Showing RMK expenditure (especially for older RMKs like RMK9) without the corresponding allocation is not meaningful and potentially confusing due to project spillovers [26:08 - 26:58].
   * **Clarification:** “Jumlah Projek vs Projek Sakit” compares total projects (from MyProject) for the selected ministry against those flagged as “sick” [33:12].

**Meeting Segment 3: “Maklumat Kementerian” Page Usability & Dashboard Philosophy (Approx. 40:02 - 54:23)**

1. **Topic / Feature Discussed:** Dashboard - “Maklumat Kementerian” Page Layout & Usability:
   * Overall first impression and information hierarchy.
   * “Top N Slider” widget (ranking projects by expenditure).
   * Need for highlighting audit triggers.
   * Dashboard purpose (BI vs. Search Tool).
   * Consistency across user levels (Management vs. Operational).
   * Link to project details.
2. **Client Requirements:**
   * The main dashboard page (“Maklumat Kementerian”) must provide a clear, high-level “helicopter view” with immediate insights relevant for audit selection [35:05, 35:43, 40:09, 49:00]. It should be the “first impression”.
   * Information needs logical flow (e.g., Allocation before Expenditure) [46:03, 46:09].
   * **Key Requirement:** The first page should prominently display key potential audit triggers based on their selection criteria/matrix, not just “sick projects”. Examples include: high value/expenditure, slow-moving projects (low % spent), high budget variance, delayed projects [47:23 - 48:01, 48:13, 53:15].
   * The dashboard should *proactively present* potential issues/insights, not require users to hunt or search extensively [49:36, 51:38, 53:29]. It should function as a BI tool.
   * Widgets need clear, descriptive titles (e.g., rename “Top N Slider”) [44:38].
   * Need ability to drill down from items on the main page (e.g., a specific project in the ranked list) to a detailed view [57:33].
   * The dashboard view must be *consistent* for all users (management and operational teams) to ensure common understanding; avoid separate dashboards [67:35 - 68:32].
   * Focus should be on presenting *information* (data with meaning/context) rather than just raw data extraction [52:41, 70:01].
3. **To-Do List / Action Items:**
   * **Vendor:** Revise the layout/content of the “Maklumat Kementerian” page to surface key audit triggers (sick, high value, slow-moving, etc.) based on client’s criteria, making them prominent [48:13, 49:00, 51:28, 52:25].
   * **Vendor:** Rename “Top N Slider” widget to e.g., “Susunan Projek Mengikut Nilai” (Project Ranking by Value) [44:46 - 45:03].
   * **Vendor:** Ensure drill-down links from the main page to project details function correctly [57:33, 59:01]. (Issue noted later).
   * **Vendor:** Consider adding more summary visualizations/indicators for audit triggers to the front page [48:13, 49:00].
   * **Client (Implied):** Ensure the vendor has the definitive list of audit selection criteria/matrix elements to be potentially reflected on the dashboard [48:13, 48:33].
   * **Vendor:** Maintain a single, consistent dashboard design for all user levels [Decision 67:35-68:32].
4. **Clarifications & Key Assumptions:**
   * **Clarification:** “Top N Slider” currently ranks projects by expenditure (“belanja janan”) [43:51].
   * **Clarification:** Client wants the main page to act as a launchpad, highlighting areas for deeper dives available on other pages [49:16, 51:43].
   * **Clarification:** Many detailed analysis criteria (slow-moving, cost overrun etc.) currently exist on a separate “Maklumat Projek” page [50:15 - 51:12]. Client wants key flags surfaced on the first page.
   * **Decision:** A single dashboard interface will serve both management and operational teams [67:35 - 68:32]. The dashboard summarizes; full detail remains in source systems (e.g., MyProject) [68:48].
   * **Goal:** The dashboard should support the BI functions: Descriptive (what happened - e.g., sick projects), Diagnostic (why - needs analysis), potentially Predictive/Prescriptive later [53:00 - 53:36]. The immediate focus is on clear descriptive triggers.

**Meeting Segment 4: Detailed Project View & Specific Fields (Approx. 54:23 - End)**

1. **Topic / Feature Discussed:** Detailed Project Information Page (“Maklumat Projek”) & Specific Fields:
   * Drill-down functionality.
   * “Sektor Utama” (Main Sector) classification.
   * Handling of empty fields (e.g., Output/Outcome).
   * Labels for calculated fields (e.g., ceiling difference).
   * Display and relevance of Rolling Plan (RP) data.
   * “Kod SK / Set Aktiviti” field.
2. **Client Requirements:**
   * Drill-down from the main page must lead to the correct detailed page for the *selected* project [57:51, 58:20].
   * All fields, including calculated ones (like ceiling differences), need clear, understandable labels [60:00].
   * Empty data fields should display a clear indicator like “Tiada Maklumat” (No Information) or similar, not just be blank [59:34 - 59:55].
   * Consistent terminology (e.g., Rolling Plan) [60:27].
   * Rolling Plan data should be displayed clearly, e.g., “RP 1 (2021-2022)” [60:34 - 61:03].
   * Need clarification on the meaning of “Kod SK / Set Aktiviti” [70:06].
3. **To-Do List / Action Items:**
   * **Vendor:** Fix the drill-down mechanism from the main dashboard project list to the detailed project view (was not working in demo) [58:17, 59:01].
   * **Vendor:** Add clear labels for all fields on the detail page, especially calculated values [60:00].
   * **Vendor:** Implement logic to display “Tiada Maklumat” or equivalent for fields lacking data in the source [59:45 - 59:55].
   * **Vendor:** Ensure consistent terminology for concepts like Rolling Plans [60:27].
   * **Vendor:** Confirm/Use the display format “RP X (YYYY-YYYY)” for Rolling Plans [61:00].
   * **Vendor:** Ensure “Sektor Utama” filtering/display works correctly [54:43 - 57:28].
4. **Clarifications & Key Assumptions:**
   * **Clarification:** “Sektor Utama” (Economic, Social, Security, Admin) comes from MyProject data and is useful for thematic audit planning [56:01, 56:41].
   * **Issue Identified:** Drill-down link from the main page was broken during the demo [57:51 - 59:01].
   * **Data Characteristic:** Source data (MyProject) may have empty fields (e.g., Output) [59:30].
   * **Clarification:** Rolling Plan structure reflects budget allocation cycles and is relevant for detailed operational tracking, although auditors may primarily reference the year [61:13 - 62:19]. Zero values shown for RMK 9/10 in the example project were confirmed as accurate from the source data [62:31].
   * **Clarification:** “Kod SK / Set Aktiviti” refers to sub-projects or activities grouped under a main project code [70:13 - 70:22].