# Meeting Summary

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### 1. Topic / Feature Discussed: Data “SK” / Set Activity

**Client Requirements:**

* Data field names from vendor’s My Project data are inconsistent (e.g., “S-A” with lowercase “a” vs. “Set Activity” in another column).
* Request: Standardize field names for consistency. “Kod Set Activity” with uppercase “A” is preferred.
* “Set Activity” column may not be present in My Project Data, but it should be included in the current dashboard.
* The Dashboard should assist in reviewing work, ideally by enabling users to easily digest 50% of the review work up front, before diving into more authoritative documents.

**To-Do List / Action Items:**

* Speaker B: Change the data column names to reflect the desired standardization.
* Speaker B: Revert data names back to the set, pre-default names.
* Team: Ensure data names are aligned and consistent.

**Clarifications & Key Assumptions:**

* “SK” initially misinterpreted as “nama toilet,” then clarified as “Set Activity.”
* Data source changed from Doris MySQL to Vertica, causing name changes.
* My Project is taking data columns from vendor’s data, and these columns can have names changed if needed.

### 2. Topic / Feature Discussed: Project Information & Dashboard Testing

**Client Requirements:**

* Dashboard should include “Maklumat Kementerian” (Ministry Information) and “Maklumat Project” (Project Information) with project analysis and indicators.
* Need to test status functionality in the dashboard.
* When filtering by “Kementerian Belia dan Sukan” (Ministry of Youth and Sports), the dashboard shows an initial “kosong” (empty) value that increases to 750. This should be clarified/corrected.
* Dashboard should show projects with cost changes (“kos perubahan”).
* Need a percentage calculation for cost changes to highlight significant deviations (e.g., 1%, 200% changes trigger an audit flag).
* Cost change percentages should be sortable in ascending or descending order to highlight the most significant changes.
* Dashboard should show details of projects with cost ceiling changes (showing 157 projects), but it’s not currently ascending by cost changes.
* Want to see the list of project changes, sorted by percentage change from highest to lowest to highlight red flags.

**To-Do List / Action Items:**

* Test the status functionality and other project selection filters.
* Implement percentage change calculation for project costs.
* Implement ascending/descending sort option for cost change percentages.
* Sort the project list by percentage change in cost ceiling from highest to lowest.

**Clarifications & Key Assumptions:**

* The initial “kosong” (empty) value for the ministry filter, then increasing to 750, reflects an initial value that is updated with filter selection.
* The 157 projects are those that have cost changes.
* Audits should trigger based on percentage changes in cost, indicating a project needs review.

### 3. Topic / Feature Discussed: Project Status and Account Finalization

**Client Requirements:**

* Address projects where the account is still open after project completion.
* Change labels/descriptors to be clearer and more user-friendly.
* Avoid language like “sudah dekat” (already close) and replace with “tamat” (finished/completed).
* Distinguish between project completion and account finalization/muktamadkan (finalization).
* The dashboard should focus on showing projects with accounts that are not finalized (belum dimuktamadkan).
* Show “Project belum tamat, akaun belum dimuktamadkan” (Project not yet completed, account not yet finalized).
* Users want to see the “Project,” not just the “Account.”
* Dashboard should show projects with accounts not yet finalized and indicate their source (R&K).
* The account termination status will be checked regardless of the project state (completed, not completed, etc.)

**To-Do List / Action Items:**

* Change the dashboard to display “Project belum tamat, akaun belum dimuktamadkan” (Project not yet completed, account not yet finalized).
* Update descriptors to “Akaun muktamad belum disediakan” (Account finalization not yet provided).
* Streamline terminology used in the project.

**Clarifications & Key Assumptions:**

* Clarification needed between project completion and finalization of the project account.
* The R&K refers to project accounts and finalization.
* The system will check and display accounts that are not yet finalized, even if the project has completed.

### 4. Topic / Feature Discussed: Data Discrepancies & Dashboard Focus

**Client Requirements:**

* The “perbelanjaan projek rapat dengan projek data GS Mas” (project expenditure close to the GS Mas project data) data points are being reviewed for the dashboard
* Clearer identification of data sources is needed (My Project vs. GS Mas).
* Need to filter by project for easy review.
* Want to see the difference (perbezaan) between expenditures in My Project and GS Mas data.
* GS Mas data should be separated by “akruan” (accrual) and “tunai” (cash) transactions.
* If accrual and cash transactions are the same, it means the payment has been settled (dah bayar).
* Highlight outstanding balances (baki tak bayar) in the accrual data.
* Current view is not helpful in identifying issues as it is affected by the accounting system, not necessarily KBB changes.
* Dashboard should highlight LOI (Letters of Intent)
* The information in the dashboard needs to be discoverable by the operational sector and the LOIs need to be easily visible.

**To-Do List / Action Items:**

* The data should be filtered by project and have proper labels assigned.
* Dashboard data source need to be identified (MyProject, GS Mas accrual, GS Mas cash).
* Highlight the relationship between LOI and the available data points.

**Clarifications & Key Assumptions:**

* The “LOI ini betul-betul” means the data can be directly looked up.
* The discrepancy between My Project and GS Mas data is due to accounting system differences (accrual vs cash).
* The value of reviewing the data is to expose what is yet to be paid.
* Current LOI is that SAP team hasn’t matched their report to operational sectors.

### 5. Topic / Feature Discussed: Dashboard Design & Risk-Based Auditing

**Client Requirements:**

* Dashboard design should facilitate finding issues quickly, rather than just providing general information.
* The dashboard should focus on the issues and LOIs at the top of the screen.
* The data should easily landmark and call attention to yellow and red flags.
* The presentation should be streamlined and convenient.
* The dashboard should focus on the important elements, with expenditures being a key element
* Risk-based auditing is a core requirement.
* The dashboard should show the LOI as the first issue to investigate.
* When clicking a LOI the system should show the required data (project budgets, expenditures, etc.)
* The first LOI should be projects that are sakit (struggling).
* The important data should be at the main dashboards.
* The ministry should not be a main filter or data point.

**To-Do List / Action Items:**

* The vendor should coordinate with SMEs to align the dashboard display with management requirements.
* Present the issues and the LOIs up front.
* Highlight LOIs, project expenditure, and status.
* Display the appropriate detail of project budgets and expenditures to the LOI context.

**Clarifications & Key Assumptions:**

* The dashboard should follow a risk-based auditing approach.
* The auditor would go directly to the LOI and click it.
* A primary point is that the SME analysis isn’t lining up with that of the management team.

### 6. Topic / Feature Discussed: Refining Dashboard Requirements & Data Focus

**Client Requirements:**

* The initial dashboard page should not show details at the ministry level, but rather at the project level.
* Filtering should be done by issue.
* Dashboard should focus on issues (LOIs) as the main header, with the ability to filter by them.
* Focus should be on identifying specific problems quickly, not a broad overview of a ministry.
* The orientation should focus on the projects having problems.
* LOIs should be a core component for the dashboard.
* The criteria used to select LOIs needs to be adjusted to emphasize LOIs that will have impacts on projects.
* The LOI verbiage needs to be improved.
* The main dashboard should show the critical LOIs to be addressed.
* Users want to view Mabul data using the dashboard.
* The dashboards should confirm the accuracy of data between MyProject and IFMAS, with discrepancies flagged.

**To-Do List / Action Items:**

* Reorganize the dashboard and filter by project issue.
* Update the criteria to emphasize project impact.
* Improve the LOI definitions for clarity.
* Check the Mabul data and filter against LOIs.
* Verify and validate data across sources and identify any discrepancies.

**Clarifications & Key Assumptions:**

* The LOIs currently in use may not be risk-based.
* MyProject is used to select the topic to work on.
* IFMAS is the source of truth for financial information.
* MyProject doesn’t synchronize to the financial dashboards, so there is a need to cross-validate data and sources.
* The dashboards need to cross-link to each other for financial and project tracking.
* Pegawai Tadbir don’t update MyProject so the data falls out of sync.
* There is concern that if MyProject is not updated, the dashboard data may be out of date.

### 7. Topic / Feature Discussed: Dashboard Data Discrepancies & Proposed LOIs

**Client Requirements:**

* Ensure data used to close discrepancies matches audit criteria
* Prioritize accurate payment and work progress data for specific audits (e.g., Mabul project), comparing MyProject with JMS (finance data).
* Data should reflect updated, final figures, payment status and current Mabul project progress.
* MyProject is used only for topic selection.
* Validate IFMAS and MyProject data using external sources such as JPA to ensure data accuracy.
* Discrepancies should be clearly highlighted, not just assumed.
* Need data for the Mabul Project to highlight any discrepancies with finance data
* The dashboards should highlight a summary of data
* Data points need to be visually summarized.
* The LOIs should be linked to the selection criteria in the dashboard.
* Ensure LOIs align with data-driven insights and audit objectives.

**To-Do List / Action Items:**

* Prioritize showing discrepancies between MyProject and finance/JMS data.
* Verify the figures from both IFMAS/JMS and MyProject by physically auditing the data.
* Verify if the data being presented in the dashboard truly comes from JMS or PIC-updated info.
* Ensure all the dashboard and project KPIs are aligned.

**Clarifications & Key Assumptions:**

* MyProject data updates depend on updates from PIC at the ministry.
* MyProject data is not synchronized with financials.
* Data from MyProject is used to select topics but is not reliable for auditing.
* Discrepancies will arise when data isn’t updated appropriately.
* Data cannot rely solely on the dashboard and should physically validate the data.
* Emphasis will need to be given to data presentation

### 8. Topic / Feature Discussed: ICT Project & Sentiment Analysis

**Client Requirements:**

* Include ICT project information such as project approval stages and funding details, sourced from Profit system
* The dashboard should be able to filter by ministry.
* Confirm if sewaan (rentals) is classified as pembanguan (development).
* Clarify between building construction/design and management.
* Incorporate sentiment analysis using news articles to show visibilility, impact and to aid topic selections.
* Consider Hansard, Dun, & Parlimen for sentiment analysis.
* Consider a wider variety of inputs for sentiment analysis.
* The Sentiment Analysis may need to be renamed to something like “Impact and Visibility”

**To-Do List / Action Items:**

* Verify if “sewaan” falls under pembanguan classification.
* Confirm whether bajet (budget) is needed for mengurus (management).
* Change name of the Sentiment Analysis module to “Impact and Visibility.”
* Implement data collection to pull information from relevant sources.
* Identify the data structure and sources for parliamentary data.
* Gather and analyze parliamentary information.

**Clarifications & Key Assumptions:**

* Profit system and Ministry of Digital are sources for ICT project data.
* Sentiment analysis is to select study topics but not ethical.
* Newspaper analysis is not as reliable.
* The analysis is not necessarily accurate.
* There are language limitations for the analysis tool.
* The team needs to look at parliamentary findings.
* Negative, positive, or neutral analysis is not as valuable.

### 9. Topic / Feature Discussed: Scope of Perikanan & Focus on Data

**Client Requirements:**

* Sentiment should cover visibility and reliable sources like Hansard, Parlimen.
* Consider additional sources.
* Include LOIs that would significantly impact projects.
* LOI should be the dashboard’s primary focus, emphasizing reliable data sources and proper terminologies.

**To-Do List / Action Items:**

* Incorporate Hansard, Parliament, and PSC data.
* Review the terminology to follow standard references.
* The team should re-create LOIs.
* The team should determine the main priority LOIs and discuss them with the management team.

**Clarifications & Key Assumptions:**

* Newspapers don’t produce reliable information.
* Data on data warehouse should analyze for prediction.
* LOI should be the main dashboard.
* LOI’s criteria for triggering project must be decided upon.
* Additional criteria could be the amount of time for each project.

### 10. Topic / Feature Discussed: Jaminan Makanan (Food Assurance)

**Client Requirements:**

* Provide data on ketertjaminan makanan (food assurance)
* Provide data on perikanan (fishing/seafood).
* The dashboards should be based on team-uploaded analyses due to the team’s limited Tableau capabilities.
* The dashboard should only include analyses that have been predetermined.
* The dashboards must be user-friendly, with visually appealing and well-organized data.
* Focus on the creation of a data connection to a dashboard that is visually appealing and well organized.

**To-Do List / Action Items:**

* Add perikanan dashboards.
* Team should add data to the predetermined set of dashboards.
* The team is to focus on LOI to increase user interaction.
* Vendor is to reorganize the dashboard with predetermined data.

**Clarifications & Key Assumptions:**

* The current format is useful but can be improved.
* Analysis that will be put in the platform is ad hoc.
* Tableau is not being used by the team.
* Key stakeholders will look at what they need and use for data preparation.

### 11. Topic / Feature Discussed: Pemodenan (Modernization)

**Client Requirements:**

* The current LOI is to be reorganized for modernization purposes.
* A dashboard should be used for reporting.
* The project should use the new platform to assist in modernization.

**To-Do List / Action Items:**

* The dashboards should be restructured
* The dashboard capabilities should be exhibited to stakeholders.

**Clarifications & Key Assumptions:**

* The dashboard should assist in modernization.
* Video should be used as the presentation source of information.

### 12. Topic / Feature Discussed: Data Comparison

**Client Requirements:**

* Department of Fishery (DOF) and Lembaga Kemajuan Ikan Malaysia (LKIM) will provide data and ESMPP.
* Team will make a comparison between data from DOF and ESMPP.
* The dashboard must highlight formulas.
* Team wants to choose samples from Perak due to high volumes.

**To-Do List / Action Items:**

* Team needs to start dig deep for data.
* Compare data that the team has.
* ESMPP should verify if LKIM system has stopped recording data.

**Clarifications & Key Assumptions:**

* LKIM data only recorded 192444 tan metric vs. 495850 tan metric in DOF, which represents the comparison.

### 13. Topic / Feature Discussed: Pendaratan & Vessel

**Client Requirements:**

* Landings have to be sorted according to region and species.
* Vessels and profile that are marine have to be active.

**To-Do List / Action Items:**

* Ensure data for region and species is in correct format.
* Make all vessels active and registered.

**Clarifications & Key Assumptions:**

* The analysis is to visualize data.

### 14. Topic / Feature Discussed: Power BI Analysis

**Client Requirements:**

* Implement LOI within study
* Apply LOI so that there is constant and continuous auditing for any large changes.
* Power BI is used for different team.

**To-Do List / Action Items:**

* DOE needs to upload data.

**Clarifications & Key Assumptions:**

* Study has been completed.
* Auditing should take place.

### 15. Topic / Feature Discussed: Marine Data & Next Steps

**Client Requirements:**

* Show data for petrol leakage
* The platform will help the auditor’s presentation to the executive team.

**To-Do List / Action Items:**

* Make sure data is accurate
* Provide more details from discussion of petroleum.
* The team will need to update data.
* The team will focus on items within GS Lakan

**Clarifications & Key Assumptions:**

* Auditors can provide insight for audit performance

### 16. Topic / Feature Discussed: KPI Alignment

**Client Requirements:**

* Align data with EKAN
* KPI data must be presented and aligned during all meetings.
* All data must be accessible by all and must be reliable.

**To-Do List / Action Items:**

* Provide more details to EKAN to make sure the platform can be used.
* Data needs to be accurate.
* The team must input data.

**Clarifications & Key Assumptions:**

* EKAN must align data with internal.

### 17. Topic / Feature Discussed: Alignment of Team and Follow Up

**Client Requirements:**

* Align audit team with goals.
* Ensure the focus to address the issues with the data.

**To-Do List / Action Items:**

* Discuss with team to decide how to solve the issues.

**Clarifications & Key Assumptions:**

* The team needs to address the issues with the data.
* Data from audit team must be used to make the platform interactive.

### 18. Topic / Feature Discussed: Proposed Improvements

**Client Requirements:**

* Review all information and documentation

**To-Do List / Action Items:**

* Team will re-define items to align with practice.

**Clarifications & Key Assumptions:**

* A few more improvements will need to be made.

### 19. Topic / Feature Discussed: Scoring Matric

**Client Requirements:**

* Implement the scoring matric, including all data.

**To-Do List / Action Items:**

* Meet with vendor to review documentation.
* Utilize the seven criteria and complete matrix.
* Quantify and average where possible

**Clarifications & Key Assumptions:**

* Not all data is complete.

### 20. Topic / Feature Discussed: E-Audit Integration

**Client Requirements:**

* Connect E-audit to JIA.
* The weightage must be incorporated.

**To-Do List / Action Items:**

* Data should be in a dashboard.
* There is a dashboard with five dashboard and can implement a seven criteria.

**Clarifications & Key Assumptions:**

* E-audit is managed by another company.
* Limited scope for the 7S because of data is not complete.