# Meeting Summary

Okay, here's a breakdown of the meeting summary, formatted as requested:  
  
### \*\*00:01 - 05:52\*\* General Introduction and ID/Access Discussion  
  
\*\*Client Requirements:\*\*  
  
\* Create, delete, view groups and manage access levels.  
\* View audio trail (who entered/exited, who edited).  
\* Export audio trail (various formats, including Excel).  
\* View and export reports.  
\* Create and edit reports/dashboards.  
\* Analysts and Management are primary users for reports and dashboards.  
\* Analysts can edit/create reports.  
\* Need to define SOP for modification of pre-determined reports, including specifying new report definitions, e.g., breaking down applicant categories by job title.  
\* Want system to incorporate core functions and codes, including data analysis and prediction.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Define SOP for report modification (who).  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Clarification needed on the users for each function (ID management vs. report generation). System IDs will be the same used in existing processes and used to group users into the new system.  
\* The current predetermined report functions are for internal use only, but future reports must be able to be made and used by outside groups.  
\* Core function of data gathering is analysis to facilitate prediction and core modeling functions.  
  
### \*\*07:30 - 12:33\*\* DI Tooling and Training Discussion  
  
\*\*Client Requirements:\*\*  
  
\* Need training for analysts on data modeling.  
\* Need plan and justification to fulfil training expectations, since each section does not yet have assigned data analysis roles.  
\* Anticipate Director-level users primarily viewing statistics dashboards.  
\* Expect training to occur around the PDD deployment in August of next year.  
\* Need ability to cross-reference data across various sections for efficient and accurate analysis.  
\* A team needs to be created, comprised of representatives from each section.  
\* The team needs to come up with various dashboards to present to management.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Create plan for training (who, when, and how) and send to each department.  
\* Highlight to team leaders the need for an internal data analysis group.  
\* The NRICC is to collaborate and address problems coming from each section.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* The analytics team will be coached on an individual basis and provided with pre-loaded data models to ensure efficient use.  
\* Need clarification whether BI is used only within NRICC or in other sections.  
\* Assumed director-level users will primarily view dashboards.  
\* Assumption that expert background is needed for data analyst.  
  
### \*\*12:33 - 15:46\*\* Further Tooling Discussion  
  
\*\*Client Requirements:\*\*  
  
\* Users must be able to see risks and the process that ends up being successful.  
\* Users would like to be able to create contracts based on user behavior and data analysis.  
\* The tool needs to be able to come up with analysis but also allow users to create models.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Give a list of all core risks and all the process that have previously been successful.  
\* During the development stage, plan to train and go step by step with the users.  
\* Address any questions that users may have regarding the tool.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* The models that are being used should be easily found and selected by the users of the tool.  
\* There is currently a lack of clarity regarding what data should be used when.  
  
### \*\*16:41 - 20:39\*\* Operational vs BI Reporting  
  
\*\*Client Requirements:\*\*  
  
\* Need daily reports but there is an understanding that there will be some delay, whether it be an hour or a day.  
\* For the BI report, should the report harian that appears in the SRS should appear here?  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Document the numerous reports that will be created in the BI.  
\* Need to see samples of reports that will be generated by the tool.  
\* Confirm which operational reports will be produced in the BI.  
\* Provide a breakdown of what items make up the password chart.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Operation reports consist of daily transactions. BI reports focus on items such as yearly sales, monthly profit, etc.  
\* Reports generated by the BI will be delayed, unlike the operation report.  
  
### \*\*22:32 - 25:27\*\* Operational Reports and Dashboards  
  
\*\*Client Requirements:\*\*  
  
\* Will there be a BI dashboard?  
\* When passport comes out, need the user to be able to automatically see it.  
\* Needs ability to convert reporting into a PowerPoint.  
\* Reports are to be grouped based on use case.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Push the ability to create something like something more graphical, like dashboards.  
\* Figure out exactly when the BI will output, it should still be a report and not a notification.  
\* Finalize which reporting should be grouped together.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Operational dashboards will be real time, will have to confirm that with passports.  
\* Currently, there is just a list for reporting and there is no visual dashboard like Facebook.  
  
### \*\*25:27 - 28:31\*\* C4R and Report True/False  
  
\*\*Client Requirements:\*\*  
  
\* True/False items need to be explained more clearly.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Explain to users what is considered to be a True or False statistic when it comes to the tool.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* True statistics mean the reporting is already in the URS. False means they do not and are from 1.0.  
\* Current understanding is that reports will only be for internal use for the hak pejabat.  
  
### \*\*30:01 - 34:27\*\* Reports and Data Storage  
  
\*\*Client Requirements:\*\*  
  
\* Need a way to retain data stored on the daily modules to BI in the future.  
\* Need to provide the data on reports that have been defined by users for future needs, after having been produced.  
\* BI needs to be able to produce things that a typical manual report cannot.  
\* Users need to be allowed a report from the BI, but they will need to allow that these reports will not be in real time.  
\* Report needs a profile breakdown so that the user can redown through the information.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Confirm if it's possible to output a dashboard for the daily modules.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Daily modules can release information with the BI later.  
\* If the user is creating their own reports that this does not lock down the information.  
\* When reports are created with BI the data is assumed to not be current.  
\* Data will be held in a data warehouse, but not necessarily the current database.  
  
### \*\*34:27 - 38:00\*\* Data Availability and Sharing  
  
\*\*Client Requirements:\*\*  
  
\* Users require data that can be accessed after a certain point so that they can receive training.  
\* Dashboard will need to have metrics that can be reported to the user.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Have IT assign people to modules, and don't allow them to view other units to prevent data manipulation.  
\* List should be provided for harian reports in order to understand what report should be provided.  
\* Provide data metrics for each report that the user will see.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Reports in each module should be the same.  
\* Needs to be determined where the intelligence is collected and what it will look like.  
  
### \*\*38:00 - 42:05\*\* Data Integrity and User Reporting  
  
\*\*Client Requirements:\*\*  
  
\* The data will need to be clear and report the same information from all sources so that there are no discrepancies.  
\* Objective needs to be stated for each report so that the user understands what they are seeing.  
\* KPI metrics need to be easily seen so that users can quickly assess if they meet needs, or if there is room for improvement.  
\* It needs to be decided which users will have access to the report.  
\* User need to have a general sense of how to move though the process in the report.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Ensure that data collection does not interfere with data collection of other models.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* The report is based on filter.  
\* The tool will not have a dashboard yet, so the user needs to imagine the process flow.  
\* KPI metrics will be measurements of how well a parameter is controlled and if that indicates a need to add staff or open a new office.  
  
### \*\*42:05 - 46:08\*\* TNA Requests and Data Points  
  
\*\*Client Requirements:\*\*  
  
\* The user needs to be able to see a TNA request and then be able to see its production.  
\* The user needs to see the online number for TNA request.  
\* The user needs to be able to select various attributes such as first time, renewal, and etc.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Decide if there is a metric for people not applying correctly.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* There needs to be proper action plans in place to have data.  
  
### \*\*46:24 - 50:54\*\* Location and Approvals  
  
\*\*Client Requirements:\*\*  
  
\* Data needs to have actionable results.  
\* There needs to be a clear understanding of what the steps are after monitoring.  
\* Need to know if the new data will include ad campaigns or not.  
\* Location, Domestic and international should be set as separate attributes.  
\* Online application needs to be activated.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Will need to make the process for the tool clear to the user during demonstrations.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Current understanding is there are no Tanguh available, this needs to be discussed to ensure compliance.  
  
### \*\*52:30 - 54:25\*\* Process Clarification  
  
\*\*Client Requirements:\*\*  
  
\* Users need to know the solution for application online.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* The team is responsible for explaining more clearly.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Next score database needs to be verified.  
  
### \*\*54:25 - 57:30\*\* Report Parameters and Functions  
  
\*\*Client Requirements:\*\*  
  
\* Want the reports to be based by documentation.  
\* Type document can be the way that that document is put into the system.  
\* It needs to have documentation for different payment types.  
\* The user needs to be able to choose from all or detail.  
\* There is an expectation that the system will take information of documents of all kinds.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Review data types of PMR, PMD, and Bayran, and implement as appropriate.  
\* Confirmation that there is no data missing or not being seen by the users.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* Currently all data is entered into the system, needs to verify this.  
  
### \*\*57:30 - 60:36\*\* Process Flow  
  
\*\*Client Requirements:\*\*  
  
\* They user needs to be able to pick certain values so they can find and generate a value to be searched.  
\* The user needs to be able to select and deselect values to get the appropriate numbers.  
\* Must get the initial information such as date, etc.  
  
\*\*To-Do List / Action Items:\*\*  
  
\* Understand the difference in report types and what is being used to search by.  
  
\*\*Clarifications & Key Assumptions:\*\*  
  
\* High level filters can be made, but details can be pulled from the system.  
\* Type documents should be initially collected.  
  
I hope this detailed and well-organized summary is helpful!