# Meeting Summary

Here's a summary of the meeting extract, broken down into sections:  
  
\*\*00:01 - 01:21: Stock Turnover Report & SPS 14 Reference\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need to define the attributes expected in the stock turnover report.  
 \* The report should cover all stock positions.  
 \* The system needs to achieve at least four states of turnover; more is better.  
 \* Reference SPS 14 for calculations.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine the specific attributes required in the stock turnover report.  
 \* Verify what data is already available.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Confusion exists about whether the current system already contains the needed calculations.  
 \* Need clarification on whether the "state of turnover" is equivalent to "condition of turnover".  
  
\*\*02:48 - 04:06: Stock Turnover Report Details\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need clarification on what constitutes the "stock turnover report".  
 \* Clarify whether the report should include all types of stock turnover, based on each purchased stock.  
 \* The report needs to allow users to select specific stocks, rather than showing everything.  
 \* The format should be similar to the stock position report.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Clarify if stock turnover exists for each type of stock.  
 \* Determine what information should be considered as most important.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* It's assumed the system can provide stock turnover for each stock.  
  
\*\*05:27 - 07:52: KPI / GPI Confusion\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Discussion regarding data inclusion and addition.  
 \* Clarification needed on the definition and usage of KPI versus GPI (potential misspelling).  
 \* The system will include GPI and present performance.  
 \* The 9th item is the performance of a surface, need to place name there.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Clarify the difference between KPI and GPI.  
 \* Ensure that data is placed into the correct field.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Unclear if the data at line 20 has been properly categorized.  
 \* Potentially unclear on the use of acronyms within the system.  
  
\*\*08:00 - 10:47: Stock Production & Receipt Reports\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need to define the attributes for production and receipt reports.  
 \* Reports should include item value.  
 \* Desire for a report builder that can drag and drop attributes to create custom reports.  
 \* The system should support annual and monthly reports for both production and receipt.  
 \* Monthly reports should cover months 1-12.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Determine if the drag-and-drop report builder functionality is feasible.  
 \* Confirm attributes for the reports.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Assumes the system will be able to generate reports for each attribute.  
  
\*\*12:04 - 13:25: Matching data\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The client is confirming that data is being matched properly.  
 \* Confirmation of the ability to do the same until the cent value.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* No action items are specifically identified.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The confirmation that data matches validates the assumption that the data is being translated properly.  
  
\*\*15:05 - 19:11: Defining Stock Information\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The client is clarifying the different types of stock.  
 \* Need to differentiate between the type of stock, and the stock number.  
 \* Clarify the location of the stock (print location versus storage).  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Confirm the location and type of stock.  
 \* Define the different types of stock.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* It is unclear where exactly stock is stored.  
  
\*\*19:17 - 20:16: Stock Management Procedure\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Any reports should follow the standard operating procedures for stock management.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Ensure all reports adhere to government-mandated stock management procedures.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Assumption is that the report will adhere to the stock management procedure.  
  
\*\*20:39 - 25:35: Item Transfers and Reporting\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The system needs to include items that have not been delivered.  
 \* The item should include the quantity.  
 \* The transfer item should automatically create an item transfer.  
 \* A transfer report is needed.  
 \* The report will need to have item data.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Include the item name in the report.  
 \* Add the item amount to the report.  
 \* Pull the data needed for a transfer report into the system.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The system needs to track the transfer of items.  
  
\*\*25:35 - 28:07: Report Customization\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Users need the ability to customize reports (filter data) before exporting.  
 \* They want to export reports to Excel, PowerPoint, etc.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Ensure users can filter data before exporting reports.  
 \* Provide multiple export format options (Excel, PowerPoint, etc.).  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Assumption that exported Excel files can be further edited by the user.  
  
\*\*28:24 - 34:02: UI Discussion\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* A user-friendly UI for data entry and display.  
 \* Need a way to quickly select and categorize data.  
 \* Need a way to minimize extra clicks and allow for quick filtering.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Design a UI that provides a smooth filtering process.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Unclear from the text exactly what type of data needs to be filtered and categorized.  
  
\*\*37:30 - 40:36: Statistics and Damaged Goods Reporting\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need statistics based on stock returns.  
 \* The system needs to track returns.  
 \* Need to report on the cause of the returned item, in regards to "Damage".  
 \* Need statistics for damage.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Need to add damage statistics.  
 \* Add the reason the return was completed.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The system should track the number of damaged items.  
  
\*\*40:51 - 48:24: Stock Comparison\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* Need a report to compare receipts vs uses of stock.  
 \* The "print" numbers will need to be imported from passport data.  
 \* How many passports have been printed for a certain item?  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Data will need to be retrieved from the database and passports to determine printing and usage statistics.  
 \* Create a report that provides a trend analysis to determine if the utilization will exceed the stock levels.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Print counts are being imported from passports.  
 \* There will need to be a comparison from what is issued to what is printed.  
  
\*\*48:27 - 51:48: Objective based reporting\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The client will be looking at the reporting based on defined objectives.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* No action items are identified in this segment.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* The customer will be aligning to what is needed to be reported based on their own objectives.  
  
\*\*51:15 - 57:48: Dashboard Objectives & Data Source\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* All reports should feed into a central dashboard for monitoring corporate performance.  
 \* Need a "storyline" for the data in the dashboard.  
 \* The stock position report needs to monitor the current stock position for JKPA reporting.  
 \* Need to control stock levels.  
 \* The dashboard is meant for management and directors.  
 \* The source for data will be from the main database, not the data warehouse.  
 \* Data warehouse can be used, as needed.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Confirm that the appropriate personnel are being shown the proper information.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* JKPA is a reporting entity.  
 \* Unit Pengurusan Aset dan Stok needs to see the information.  
 \* Data is stored in a database.  
 \* The data warehouse may be delayed by a day.  
  
\*\*57:48 - 60:48: Reporting Frequency & Data Delay\*\*  
  
\* \*\*Client Requirements:\*\*  
 \* The reporting frequency should be monthly.  
  
\* \*\*To-Do List / Action Items:\*\*  
 \* Ensure that reports are pulled and made available on a monthly basis.  
  
\* \*\*Clarifications & Key Assumptions:\*\*  
 \* Data will have a one-day delay.