

Group Workspace

Deadline

Date of submission: 16 February 2023.

Tasks

Week #1

1. Conduct a first team meeting and discuss the availability of each member.
2. The processing time in which invoices are settled.
3. The processing time for the company to settle disputes.
4. Percentage of disputes received by the company that were lost.
5. Percentage of Revenue lost from disputes.
6. The country where the company reached the highest losses from lost disputes.
7. Clean the data.
8. Making PDF.
9. Making PowerPoint Presentations.
10. Making a script for the video presentation.

Week #2

1. Making The Video Presentation.
2. Editing The Video Presentation.
3. Send 2x2 picture for the video presentation
4. Finalizing Group Workspace
5. Evaluating Group Members

Plan

Task	Who is responsible	Deadline	Status
Conduct a first team meeting and discuss the availability of each member. Identify the problems facing the business and come up with objectives that can solve them with data analysis	Armecin, Jan Riel T. — Group Lead	02/02/2023	Completed ▾
The processing time in which invoices are	De La Paz, Archie Neil	02/04/2023	Completed ▾

Task	Who is responsible	Deadline	Status
settled.			
The processing time for the company to settle disputes.	Felizardo, Mary Rose	02/04/2023	Completed ▾
Percentage of disputes received by the company that were lost.	Lacson, Vivencio	02/04/2023	Completed ▾
Percentage of Revenue lost from disputes.	Lazaro, Azeneth	02/04/2023	Completed ▾
The country where the company reached the highest losses from lost disputes.	Armecin, Jan Riel T. — Group Lead	02/04/2023	Completed ▾
Clean the data	Abaleta, Oliver C.	02/04/2023	Completed ▾
Making PDF report	Abaleta, Oliver C.	02/05/2023	Completed ▾
Making PowerPoint Presentations	Felizardo, Mary Rose	02/07/2023	Completed ▾
Making a script for the video presentation	De La Paz, Archie Neil	02/07/2023	Completed ▾
Finalize Script for the video presentation	De La Paz, Archie Neil Azeneth, Lazaro	02/09/2023	Completed ▾
Making The Video Presentation	Lacson, Vivencio De La Paz, Archie Neil Azeneth, Lazaro	02/12/2023	Completed ▾
Editing The Video Presentation	Lazaro, Azeneth	02/14/2023	Completed ▾
Send 2x2 picture for the video presentation	Armecin, Jan Riel T. Abaleta, Oliver C. De La Paz, Archie Neil Felizardo, Mary Rose Lacson, Vivencio Lazaro, Azeneth	02/14/2023	Completed ▾
Finalize Group Workspace	Armecin, Jan Riel T. Abaleta, Oliver C.	02/15/2023	Completed ▾

Task	Who is responsible	Deadline	Status
Evaluate Group Members	Armecin, Jan Riel T. Abaleta, Oliver C. De La Paz, Archie Neil Felizardo, Mary Rose Lacson, Vivencio Lazaro, Azeneth	02/15/2023	Completed ▾

Meeting #1

Date: 02/02/2023

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lacson, Vivencio

What we discussed:

- Conduct a first team meeting and discuss the availability of each member.
- Discuss Group Workspace (Distribution of Task)
- Identify the problems facing the business
- Come up with objectives or an action plan that can solve them with data analysis.

Next steps: Set data analysis and Discuss the answers at the next meeting.

Meeting #2

Date: 02/04/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
Felizardo, Mary Rose
Lacson, Vivencio
Lazaro, Azeneth

What we discussed:

- Discuss the answer for the distributed tasks per member.
- Make a Dashboard for each members' answers.

Next steps:

- Make PowerPoint Presentation
- Finalize Answers

Meeting #3

Date: 02/06/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lacson, Vivencio
Lazaro, Azeneth

What we discussed:

- Finalize the PDF Document
- Making PowerPoint Presentation

Next steps:

- Finalizing PowerPoint Presentation
- Making Video
- Editing Video

Meeting #4

Date: 02/07/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lazaro, Azeneth

What we discussed:

- Finalizing PowerPoint Presentation
- Finalizing Script for Video Presentation
- Adding/Paraphrasing Insights and Recommendations
- Dry run with the final script for the video
- Set-up for the video presentation

Next steps:

- Finalizing Script for Video Presentation

Meeting #5

Date: 02/09/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lacson, Vivencio
Lazaro, Azeneth

What we discussed:

- Finalizing Script for Video Presentation
- Dry run script in Movavi Video Editor
- Paraphrasing Recommendations

Next steps:

- Making Video
- Editing Video

Meeting #6

Date: 02/13/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lacson, Vivencio
Lazaro, Azeneth

What we discussed:

- Finalizing the Project

Next steps:

- Submission of Project
- Evaluating group members

Meeting #7

Date: 02/15/2023.

Who attended the meeting:

Group Lead: Armecin, Jan Riel T.

Members: Abaleta, Oliver C.
De La Paz, Archie Neil
Felizardo, Mary Rose
Lacson, Vivencio
Lazaro, Azeneth

What we discussed:

- Submission of Project
- Evaluating group members