

## Meeting Notes

### Objectives:

- Increase sales of related products by 10% over the next six months by bundling items that are most often purchased together.
- Increase sales of top-selling items by 15% by ranking the top 100 items by sales volume in the past 30 days and prioritize the marketing of those items.
- Reduce the number of out-of-stock items by 10% by connecting POS (point-of-sale) data with warehouse data to identify when inventory is running low.
- Increase brand awareness by 10% in the five countries with the most visitors as identified by website traffic.

# Planning

## Business Question

**Which products are most often purchased together?**

**Which products are selling the most?**

**How can we use point of sale data to better manage inventory?**

**How can we determine which countries have the most visitors to our website?**

## Objective

Increase sales of related products by 10% over the next six months by bundling items most often purchased together.

Increase sales of top-selling items by 15% by ranking the top 100 items by sales volume in the past 30 days and prioritize the marketing of those items.

Reduce the number of out-of-stock items by 10% by connecting POS data with warehouse data to identify when inventory is running low.

Increase brand awareness by 10% in the five countries with the most visitors as identified by website traffic.

## Data Needed

Items purchased by customers during the same transaction over the last six months

Sales volume data from the POS system for all products over the past 30 days.

POS data linked with warehouse inventory levels to track stock depletion trends.

Web analytics data showing visitor counts by country, filtered to highlight countries with active ad campaigns.

# Capture Data

## Meeting Notes

### Data Sources

- The POS dataset is used by marketing and merchandising to track sales.
- Web analytics data is used by both marketing and merchandising to track traffic to the site and monitor the success of products and campaigns.
- The POS dataset stores data on every item ordered by a customer in a single transaction.
- The web analytics data tracks the number of visitors by page and the visitors' location.

### Gaps

- Since the POS data is not connected to the warehouse data, it's hard to know when we need to restock.

### Data Transformation

- The POS data collects sales in the local currency, but it is difficult to compare sales from different countries.
- The marketing team would like the web analytics results filtered to focus on specific countries where they currently have ads running.

## Recommendations

**Connect POS and warehouse data** to enable inventory tracking and restocking alerts.

**Standardize currency values** in POS data to allow accurate cross-country sales comparisons.

**Filter web analytics data** to focus on countries with active marketing campaigns for more targeted insights.

# Manage, Analyze, Archive, and Destroy Data

## Meeting Notes

### Manage

- The POS information collects credit card information.
- The current policy on who should have access to PII (personally identifiable information), like credit card information, is unclear.

### Analyze

- The marketing team relies on a web traffic report that lists the total amount of traffic for the top five countries. This information should be updated daily.
- The merchandising team would like a clear and insightful visualization to understand how customers purchase products together.

### Archive and Destroy

- We shouldn't hold on to PII forever. We need a plan for when to destroy the data.
- While most web analytics data is not actively referenced beyond six months, the marketing team occasionally requires historical data up to five years for specific campaigns or trends analysis.

## Recommendations

**Define access policies for PII**, ensuring only authorized personnel can view sensitive data like credit card information.

**Automate daily updates** of web traffic reports and create visualizations showing product bundling patterns for merchandising.

**Implement a data retention policy**: destroy PII after a defined period and archive web analytics data for up to five years for trend analysis.