CLIENT MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	24/01/2018	Time:	2:30-4:30
Minutes Prepared By:	Shraddha	Location:	PQR HQ

1. Meeting Objective

Discuss project questions from supervisor with client, learn about the existing model and discuss NDA.

2. Attendance at Meeting

Name	Role	Status	Remarks
Kevin Khoo	Participant	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	

3. Meeting Agenda

- Discuss questions we had about the project with the client, brought up in our last supervisor meeting
- Explore and understanding the existing model from the client.
- Discuss NDA with the client.

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
Discuss questions we had about the project with the client, brought up in our last supervisor meeting.	Learn about the specifics and metadata of the datasets we will be given (granularity, time frame, etc.). Understanding inefficiencies in the existing model, and expectations from the client.	
Explore and understanding the existing model from the client.	Explored the existing model, understood it's working and the meaning of the visualizations	

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Discuss NDA with the client.	Presented the SMU NDA to our Client and they suggested using their own.				

5. Action Items

Action	Assigned To	Due Date

6. Next Meeting (if applicable)

Date: (DD/MM/YYYY)	26/1/2018	Time:	1:30pm	Location:	TBC
Objective:	Discuss new findings with supervisor and get approval for new NDA from our professors.				