**Analytics Practicum, Team DHL – Team Meeting 3**

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| **Meeting Date & Time**  | 3:00 – 6:00 pm, 7h February 2018 |
| **Meeting Location**  | Li Ka Shing Library, Level 5 |
| **Agenda of the Meeting:**  | Data Preparation & First Deliverable  |

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| Attendance  |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Shalabh Verma  | Team DHL, SMU | [Present]  |

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| S/No. | Task List | Actionable by |
|  | Team finalized on the edits to be made and reflected on wiki based on last meeting with the sponsors: - Under ‘Project Overview’ update the Sponsor data variables according to the new ‘Carrier management matrix’ variables - Methodology will be adapted to the steps according to Rikin’s/Shalabh’s methodology - ‘Work Scope’ will be updated to highlight on the Operational Analysis aspect of the project | Team DHL SMU (Akshay)  |
|  | Shalabh to update Akshay on the ATD, DTA steps based on Rikin’s procedure done for the ATA analysis  | Shalabh |
|  | Shalabh and Akshay to come with draft 1 of visualization for meeting with sponsor taking place on 8th February 2018  | Shalabh & Akshay  |
|  | Next internal team meeting was scheduled for 14th February 2018 with key actionable items being: 1. Continuing performance analysis + slicers2. Finalizing the write up’s to be updated on wiki  | Team DHL SMU  |