**Analytics Practicum, Team DHL – Project Sponsor Meeting 4**

|  |  |
| --- | --- |
| **Meeting Date & Time**  | 4:00 – 5:30 pm, 8th February 2018 |
| **Meeting Location**  | #04-01, DHL Office, The Gateway, 150 Beach Road  |
| **Agenda of the Meeting:**  | Present Data Exploration and Preparation Steps  |

|  |  |  |
| --- | --- | --- |
| Attendance  |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Shalabh Verma  | Team DHL, SMU | [Present]  |
| Calyn Kuah  | Project Representative, DHL | [Present] |
| Jessley  | Project Representative, DHL  | [Present] |
| Eileen  | Project Representative, DHL  | [Present] |

|  |  |  |
| --- | --- | --- |
| S/No. | Task List | Actionable by |
|  | Shalabh presented to team DHL, the data exploration and preparation steps  | Shalabh Verma  |
|  | A draft of carrier analysis and was presented based on updates from the previous meeting. Sponsors commented that it is an important aspect to look it, insights will be valuable and hence team SMU should work on it  | Team DHL SMU  |
|  | During the meeting it was suggested that a drop down list be prepared for ORG-DESTINATION pairs, so that multiple patterns can be prepared  | Team DHL SMU  |
|  | Sponsors decided that 22nd February will be blocked for next meeting and updates  | All  |