

Analytics Practicum, Team DHL – Team Meeting 7

Meeting Date & Time	7:00 – 8:30 pm, 27 th February 2018
Meeting Location	264 Waterloo Street
Agenda of the Meeting:	Preparing for mid-term presentation

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

S/No.	Task List	Actionable by
1.	Team got together to list out the presentation outline, allocate roles on who covers what part and devise a consistent story	Team DHL SMU
2.	The team decided on the following together: <ul style="list-style-type: none"> - Akshay to start with introduction to the project, key objectives and overview - Rikin to present on the data cleaning, data preparation and exploratory data analysis - Shalabh to present on the next path forward and updated timeline until next milestone of the project 	Team DHL SMU
3.	The team decided to meet at 9:30 am for a second run through before the mid-term presentation on 28 th Feb Wednesday from 11:00-12:00 pm	Team DHL SMU