SPONSOR MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	23/02/2018	**Time:**	16:00 – 16:30
Minutes Prepared By:	Vani	**Location:**	Client HQ

1. Meeting Objective

Clarify claculations on client model and grid information.

2. Attendance at Meeting

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

3. Meeting Agenda

- Clarify the model calculations especially for the final variable.
- Grid estimated to be less than value given by client.

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
Clarify the formulas used in their model (excel sheets extracted from ArcGiS)	1. How is the final value calculated in the client model? Is there an assumed value for capacity for each outlet? No assumed value. The final value takes into account the AvailableBandwidth as well which we overlooked. 2. Are there any errors in the model? Yes, they do not account for overlapped flower area by varying outlets.	Make corrections in Data Dictionary.

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Grid estimated to be less than value given by client.	Grid estimated to be less than value given by client.		Remove all unnecessary variables from the data sets given.

5. Action Items

Action	Assigned To	Due Date
Make corrections in Data Dictionary and Report	Vani	20/02/2018

6. Next Meeting (if applicable)

Date: (DD/MM/YYYY)	24/02/2018	**Time:**	10:00	**Location:**	SMU
Objective:	Continue exploration and midterm preparation.				