



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	11/01/2018	Time:	12:00-21:00
Minutes Prepared By:	Shraddha	Location:	SIS Benches
1. Meeting Objective			
Finalize project logo and work on wiki design and information.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
<ul style="list-style-type: none"> -Finalize project logo -Finalize wiki design and work on filling in all the information 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion		Decision
1) Finalize project logo	Decided on theme and color scheme of logo – to be used in the actual logo as well as the wiki.		Finalized and designed project logo.
2) Finalize wiki design and work on filling in all the information.	<ul style="list-style-type: none"> - Finalized icon and image theme for wiki - Filled in information on homepage of all projects as well as all the tabs in our wiki 		

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5. Action Items					
Action	Assigned To		Due Date		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	16/01/2018	Time:	TBC	Location:	TBC
Objective:	Coordinate with sponsor and move forward on project timeline				