

## **INTERNAL MEETING**

Geospatial Analysis for Branch Location Optimization								
11/01/2018		Time:	12:00-21:00					
Shraddha		Location:	SIS Benches					
1. Meeting Objective								
Finalize project logo and work on wiki design and information.								
2. Attendance at Meeting								
Name		Status	Remarks					
Shraddha Ramesh		Present						
Vani Sound		Present						
-Finalize project logo -Finalize wiki design and work on filling in all the information								
4. Detailed Discussion/ Notes/ Decision								
Discus	sion	Decision						
logo –	to be used in the	Finalized and designed project logo.						
	for wiki Filled in informat homepage of all							
	11/01/2018 Shraddha and work or eeting ogo gn and wor ion/ Notes/ Discus ct Decide logo –	11/01/2018   Shraddha   and work on wiki design and   eting   eting   Role   Minute Taker   Participant   Ogo   gn and work on filling in all th   ion/ Notes/ Decision   Discussion   Discussion   Decided on theme and logo – to be used in the well as the wiki.   ork   ork   ork   Finalized icon an for wiki   or wiki   or wiki   or wiki   or filled in informat homepage of all	11/01/2018 Time:   Shraddha Location:   Shraddha Location:   e and work on wiki design and information.   Role Status   eting   Participant   Present   Participant Present   Oggo gn and work on filling in all the information   ion/Notes/Decision   Ogio and work on filling in all the information   ion/Notes/Decision   Discussion   Ogio and work on theme and color scheme of logo – to be used in the actual logo as well as the wiki.   or Wiki bit is information image theme for wiki					

Project Name:	Geospatial Analysis for Branch Location Optimization							
Date of Meeting: (DD/MM/YYYY)	11/01/2018	11/01/2018		12:00-21:	12:00-21:00			
Minutes Prepared By	Shraddha	Shraddha		SIS Benc	SIS Benches			
5. Action Items								
Action			Assigned To		Due Date			
6. Next Meeting (if applicable)								
Date: (DD/MM/YYYY)	16/01/2018	Time:	TBC	Location:	ТВС			
Objective:	Coordinate with sponsor and move forward on project timeline							