



SUPERVISOR MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	15-02-2018	Time:	9:30-10:00
Minutes Prepared By:	Shraddha	Location:	MR 4.5
1. Meeting Objective			
Discuss the data received from client, and answer question raised in previous meeting by supervisor.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Meenakshi Gopalakrishnan	Supervisor	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
<ul style="list-style-type: none"> Discuss data received from client Discuss answers to questions raised by Prof Kam in previous meeting 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion	Decision	
<ul style="list-style-type: none"> Discuss data received from client 	<p>Mobile data and sales per branch data needs to be cleaned and structured on a per-month basis, regardless of whether it is organized monthly or not. The pull factor data needs to be checked for recency and accuracy.</p> <p>Arrange all the attribute, sales, etc by branches and approach the data from the perspective of the branch.</p>	Inspect and start cleaning data based on the input by the supervisor.	
<ul style="list-style-type: none"> Discuss answers to questions raised in previous meeting. 	<p>Explained all the answers and details of the data by the sponsor. Clarified and ironed out doubts relating to data fields, source of data and formulae behind the existing model.</p>		

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5. Action Items					
Action	Assigned To		Due Date		
Work on analyzing and cleaning the data in small chunks.	Vani and Shraddha		17/02/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	17/02/2018	Time:	15:00-19:00	Location:	Library
Objective:	Inspect, clean and decide on analyzing techniques for the data.				