SUPERVISOR MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	09-02-2018	**Time:**	3:00-4:00
Minutes Prepared By:	Shraddha	**Location:**	MR 5.1

1. Meeting Objective

Discuss the data and ArcGIS model viewed at client's office and get supervisor's feedback.

2. Attendance at Meeting

Name	Role	Status	Remarks
Kam Tin Seong	Supervisor	Present	
Meenakshi Gopalakrishnan	Supervisor	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	

3. Meeting Agenda

- Update supervisors about the data and model viewed at client's office
- Get feedback and help on our analytical model solving

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
• Understand the model and discuss with the supervisor	Things to ask the client: Whether it's linear regression model; understand the analytical model behind it if any, or if it's just a formula. The model might be prescriptive; just a formula and doesn't do a prediction of past data. Get the data out of the system on our own laptops – This is essential for our supervisors to give us continuous feedback after viewing the data and for us to work flexibly.	Immediately request for raw data from the client to be taken out of the system for our use.

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• Discuss changes to our analytical approach and clarifications for the client.	Data related questions to ask client:	
	Find out if location or mobile data is based on the pinpoint location of the phone or cell tower. Either based on grid or x-y coordinate.	
	Get back the mobile data at the granular/original form.	
	Ask where they got the income, expenditure data and how they aggregate it.	
	What are the variables they have in their model, in comprehensive detail?	
	Approach the problem differently;	
	Get the pull factors of the pools branch to see how people attracted to it.	
	When they close their shop, see how many people are in the queue? Or if the branch doesn't have a full house?	
	Is what they're doing for trying to estimate demand?	
	When they are using this kind of model, are they using the 'Business Analyst' extension ArcGIS. Do they use a model called huff model?	
	Get the daily sales data at the branch level.	
	Check what form is their raw telco data in? Their population area is based on planning area or subzone?	
	Singstat has data by theme- find a geography, the digital version of the table. To see whether they are versioning at the planning area or subzone level?	
	If we can't get these pull factors, go and figure them outourselves, especially for those that are not in malls.	

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5. Action Items

Action	Assigned To	Due Date
Email client with new questions and details of next meeting.	Vani	09/02/2018
Gather information on pull factors from remote branches.	Vani and Shraddha	12/02/2018

6. Next Meeting (if applicable)

Date: (DD/MM/YYYY)	13/02/2018	Time:	13:00-17:00	Location:	Client HQ
Objective:	Clarify questions with client and change analytical model approach.				