



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	18/02/2018	Time:	13:00 – 22:00
Minutes Prepared By:	Shraddha	Location:	SIS GSR 2.1
1. Meeting Objective			
Clean and organize data and decide on plan for midterm submission.			
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"> -Understand structure of data and decide on how to clean it. -Begin working together to clean the data. 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion	Decision	
1) Inspect csv files, shape files and decide on cleaning methods.	Analyze Outlet data, Point of Interest data and Total Log and Transaction Log data and decide on cleaning mechanisms and procedures, to make sure that all the data is consistent and follows a normalized format.	Change buyout information from rows to columns in order to make the data easier to join, clean POI data and remove unnecessary columns from all files.	
2) Decide on creation of data processed from POI, Outlet and Hex	Discuss the exploratory use cases for POI, Outlet and Hex data.	Generate Excel files for <ul style="list-style-type: none"> - Outlets per hex - Count of POIs per hex - Nearest POIs for every outlet 	

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5. Action Items					
Action	Assigned To		Due Date		
Generate Outlets per hex, count of POIs per hex, nearest POIs for every outlet	Shraddha		18/02/2018		
Transpose row data to column data for cleaner tables and remove unnecessary fields in data tables	Vani		18/02/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	19/02/2018	Time:	TBC	Location:	TBC
Objective:	Continue working and refining data cleaning.				