



## INTERNAL MEETING

<b>Project Name:</b>	<b>Geospatial Analysis for Branch Location Optimization</b>		
<b>Date of Meeting:</b> (DD/MM/YYYY)	10/03/2018	<b>Time:</b>	14:00-22:00
<b>Minutes Prepared By:</b>	Shraddha	<b>Location:</b>	SMU Labs Level 3
<b>1. Meeting Objective</b>			
Do suggested changes suggested by meeting from Meena.			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Role</b>	<b>Status</b>	<b>Remarks</b>
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
<b>3. Meeting Agenda</b>			
Complete suggested changes and schedule follow-up meeting.			
<b>4. Detailed Discussion/ Notes/ Decision</b>			
<b>Agenda / Issues</b>	<b>Discussion</b>		<b>Decision</b>
Make suggested changes as per Midterm Review feedback	Finish three tasks emerged from midterm discussion: <ol style="list-style-type: none"> <li>1. Change data to remove certain records and redo all the graphs</li> <li>2. Calculated the worker-transient-resident population values from the shp files as well as the demographical data</li> <li>3. Perform suggested regression analyses</li> </ol>		Schedule meeting with supervisors to discuss further.

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<b>5. Action Items</b>					
<b>Action</b>	<b>Assigned To</b>		<b>Due Date</b>		
Schedule meeting with Kam	Vani		13/03/2018		
<b>6. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	13-03-2018	<b>Time:</b>	4:30-5:30	<b>Location:</b>	MR4-3
<b>Objective:</b>	Update supervisor on our changes				