



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	24/02/2018	Time:	10:00-22:00
Minutes Prepared By:	Shraddha	Location:	SMU Labs Level 3
1. Meeting Objective			
Organize files for midterm submission, create visualization and exploratory analyses and analyze them to derive insights.			
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"> - Organize tasks for all deliverables for midterms - Create visualizations and aggregate analyses for all the key fields and exploratory analyses and derive meaningful insights 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion	Decision	
1) Organize tasks for all deliverables	Identify tasks to be done before final exploratory analysis <ul style="list-style-type: none"> - Project layers in the correct SVY21 to get the distance measure in metres - Redo the QGIS map with reprojected POIs and Outlets with colour and size formatting for easier visualization. - Tried to mimic the counts of population by type (resident, worker, transient), by working with the grid data of the raw shape files given by the client, by following their method exactly. 	-We arrived at a fairly large margin of error between the expected and calculated values of population, so we were unable to conclude on the behaviour of their model exactly.	

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2) Create visualizations and aggregate analyses for all the key fields and exploratory analyses and derive meaningful insights	<ul style="list-style-type: none"> - Generate graphs and summary tables for significant attributes mentioned in the data dictionary in relation to the financial performance measures and demand variables. - Identify trends and links between trends and statistics emerged from the exploratory analysis and derive explanations for trends in the data. 				
5. Action Items					
Action	Assigned To		Due Date		
Perform Exploratory Analysis in Tableau and QGIS	Shraddha		24/02/2018		
Analyze data and trends together to derive insights	Shraddha and Vani		24/02/2018		
Write descriptions of insights derived from EDA	Vani		25/02/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	25/02/2018	Time:	10am onwards	Location:	SMU Labs Level 3
Objective:					