



INTERNAL MEETING

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|---|--|--|----------------|
| Project Name: | Geospatial Analysis for Branch Location Optimization | | |
| Date of Meeting: (DD/MM/YYYY) | 09/01/2018 | Time: | 12:00-18:00 |
| Minutes Prepared By: | Shraddha | Location: | SIS Benches |
| 1. Meeting Objective | | | |
| Discuss and finalize sponsor and project specifications, and complete proposal. | | | |
| 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"> -Discuss sponsor and related data, identifying the relevant business problem and how to solve it -Complete proposal, including all project overview details, analysis methodologies and project timeline | | | |
| 4. Detailed Discussion/ Notes/ Decision | | | |
| Agenda / Issues | Discussion | Decision | |
| 1) Discuss sponsor and related data, identifying the relevant business problem and how to solve it | Decided on sponsor – Company PQR (as they wish to remain anonymous) and discussed the information given to us by the sponsor. Solidified the business problem and solving methodology. | To use Company PQRs' geospatial data to solve the problem of the most beneficial locations for new branches. | |

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| 2) Complete proposal, including all project overview details, analysis methodologies and project timeline | <ul style="list-style-type: none"> - Completed all the components of the proposal together, ironing out details and ensuring consistent flow. | | | | |
| 5. Action Items | | | | | |
| Action | Assigned To | | Due Date | | |
| Start working on the project design material and wiki | Shraddha, Vani | | 11/01/2018 | | |
| | | | | | |
| 6. Next Meeting (if applicable) | | | | | |
| Date: (DD/MM/YYYY) | 11/01/2018 | Time: | TBC | Location: | TBC |
| Objective: | Work on project logo and wiki | | | | |