SUPERVISOR MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	26/01/2018	Time:	1:30-2:00
Minutes Prepared By:	Shraddha	Location:	Meeting Room 4021

1. Meeting Objective

Discuss client meeting information with supervisor, and ask for approval for NDA.

2. Attendance at Meeting

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

3. Meeting Agenda

- Discuss information from client meeting with supervisor, updating our progress
- Discuss NDA with the supervisor.

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
Discuss information from client meeting with supervisor, updating our progress	Discussed the findings about the data and model from the client, explaining our understanding of their model and expectations. Feedback from supervisor: Explore the model in detail, and ask whether we are not going to get an equation or codes behind the model. Define a measurable improvement. Quanitfy why exactly the existing model is not efficient, and define a new quantifiable target for the new model.	

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Discuss NDA with the supervisor	Inform supervisor that we need to use the client's NDA instead of SMU's.		Supervisor will get approval from our professor to go forward with the client's NDA.

5. Action Items

Action	Assigned To	Due Date

6. Next Meeting (if applicable)

Date: (DD/MM/YYYY)	TBC	Time:	TBC	Location:	TBC
Objective:	TBC				