



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	23/01/2018	Time:	12:30-15:00
Minutes Prepared By:	Shraddha	Location:	SOA
1. Meeting Objective			
Re-do proposal, wiki and project timeline.			
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"> -Finalize project logo -Finalize wiki design and work on filling in all the information 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion		Decision
1) Re-do proposal, wiki and project timeline.	Re-do proposal, project timeline and wiki based on the ANLY482 session and meeting with supervisor.		Re-did and re-submitted proposal and wiki with changes and project timeline.
2) Discuss feedback from supervisor	<ul style="list-style-type: none"> - Discuss changes needed for our deliverables - Discussed questions to ask client in next meeting - Plan next client meeting 		

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5. Action Items					
Action	Assigned To			Due Date	
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	26/01/2018	Time:	TBC	Location:	TBC
Objective:	Coordinate with sponsor and move forward on project timeline				