SUPERVISOR MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	19/01/2018	**Time:**	17:30-18:00
Minutes Prepared By:	Shraddha	**Location:**	SIS MR 4.5

1. Meeting Objective

Discuss project with supervisor, and get feedback and comments on scope discussed with client.

2. Attendance at Meeting

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

3. Meeting Agenda

- Discuss project change

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4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
• Discuss project change	Things we need to do: We need to look at the data and see at what level it is.	
	Planning area or URA Subzone area? Check at what level they aggregate the data.	
	Need to synchronize the mobile data with the sales data, in terms of time. Is it at in the same time period?	
	Get the documentation of the current model. Need to understand the construct of the model. What variables do they use? What kind of methods they are using to build the model; econometric, regression, time series. Why is it not accurate? Understand why it is not accurate or not useful. Why they have a reservation to use the model.	
	Find out who is the vendor that create the model?	
Discuss project improvement	Need the location of all the branches. Need the postal code.	
	Can make changes to proposal until Week 5 or Week 6.	
	Only need to run the final presentation by them with a 14 day buffer.	
	PQR is a sensitive company, so protect their interest. Call it a Retail Outlet that just want to maximum their catchment area.	

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5. Action Items

Action	Assigned To	Due Date

6. Next Meeting (if applicable)

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