

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									

model. Need to under	A Subzone area? hey aggregate the the mobile data n terms of time. Is period? on of the current	17:30-18:00 SIS MR 4.5 Decision	
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model. Need to under			
do they use? What ki they are using to build econometric, regressi Why is it not accurate why it is not accurate	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 ve the model?	Find out who is the vendor that create the model?		
	Need the location of all the branches. Need the postal code.		
Can make changes to Week 5 or Week 6.	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.		
protect their interest.	PQR is a sensitive company, so protect their interest. Call it a Retail Outlet that just want to maximum their catchment area.		
	 they are using to buil econometric, regress Why is it not accurate why it is not accurate Why they have a reserved. Find out who is the verthe model. Find out who is the verthe model? Need the location of Need the postal code Can make changes to Week 5 or Week 6. Only need to run the by them with a 14 da PQR is a sensitive corprotect their interest. Outlet that just want for the set to be se	 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? 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 	

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5. Action Items									
Action			Assigned To			Due Date			
6. Next Meeting (if applicable)									
Date: (DD/MM/YYYY)	TBC	Time:	ТВС		Location:	ТВС			
Objective:	ТВС								