**Analytics Practicum, Team DHL – Project Sponsor Meeting 1**

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| **Meeting Date & Time**  | 3:00 – 5:00 pm, 24th November 2017 |
| **Meeting Location**  | #04-01, DHL Office, The Gateway, 150 Beach Road  |
| **Agenda of the Meeting:**  | Project Overview and Kick off  |

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| Attendance  |  |  |
| Warren Chong  | Project Sponsor | [Present] |
| Valisa Ang  | Project Representative, DHL | [Present] |
| Priscila Chong | Project Representative, DHL | [Present] |
| Ricardo Delle Vedove  | Project Representative, DHL | [Present] |
| Calyn Kuah  | Project Representative, DHL | [Present] |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Rikin Khanna  | Team DHL, SMU | [Present] |
| Shalabh Verma  | Team DHL, SMU | [Present]  |

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| S/No. | Task List | Actionable by |
|  | Introduction by team Data Heavy Legends (SMU) and representatives from the project sponsor and team  | All  |
|  | Project sponsor presented an overview of the project STP+ (Ship-To-Profile) followed by a Q&A session for Team DHL SMU to clarify any issues  | Project sponsor  |
|  | Project sponsor and Team DHL SMU discussed on project workstreams, work allocations and important administrative matters such as governance, communication etc  | All  |
|  | Project supervisor and team gave an overview of the key variables used in the shipment data dictionary to develop an understanding of technical terms in the logistics industry for better understanding of team DHL SMU  | Project sponsor  |