



## INTERNAL MEETING

<b>Project Name:</b>	<b>Geospatial Analysis for Branch Location Optimization</b>		
<b>Date of Meeting:</b> (DD/MM/YYYY)	25/02/2018	<b>Time:</b>	10:00-23:00
<b>Minutes Prepared By:</b>	Shraddha	<b>Location:</b>	SMU Labs Level 3
<b>1. Meeting Objective</b>			
Finalize report, slides, update sandbox and meeting minutes			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Role</b>	<b>Status</b>	<b>Remarks</b>
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
<b>3. Meeting Agenda</b>			
Finalize and complete all project deliverables and submit			
<b>4. Detailed Discussion/ Notes/ Decision</b>			
<b>Agenda / Issues</b>	<b>Discussion</b>		<b>Decision</b>
1) Work on finishing exploratory data analysis and deriving insights	Perform few more exploratory charts and maps for analyzing why branches perform well, based on other key attributes. Create visualizations and aggregate analyses for all the key fields and exploratory analyses and derive meaningful insights.		
2) Finalize content of report, slides	Finish report, slides, visualizations and prepare all shape files, tableau files etc for submission		

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<b>5. Action Items</b>					
<b>Action</b>	<b>Assigned To</b>		<b>Due Date</b>		
Organize all exploratory data files and finish slides	Shraddha		25/02/2018		
Organize all raw and processed data files and finish report	Vani		25/02/2018		
<b>6. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	TBC	<b>Time:</b>	TBC	<b>Location:</b>	TBC
<b>Objective:</b>	TBC				