



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	08/04/2018	Time:	12:00-22:00
Minutes Prepared By:	Shraddha	Location:	SMU Labs
1. Meeting Objective			
Write conclusion of regression analyses based on supervisor feedback and write report and finish poster.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
Finalize conclusion and write final research paper and poster.			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion		Decision
1) Finalize conclusion based on multiple regressions.	Focus on analyzing which variables are influential and how this benefits the client's exploration in new predictor variables.		
2) Work on report and poster	Finish report and poster based on changes in the conclusion after feedback from the supervisor.		

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5. Action Items					
Action	Assigned To		Due Date		
Complete and submit report	Vani		8/04/2018		
Complete and submit poster	Shraddha		8/04/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	10/04/2018	Time:	14:30-15:30	Location:	Client HQ
Objective:	Present report and poster to client and explain our findings.				