



SPONSOR MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	16/01/2018	Time:	14:00-15:30
Minutes Prepared By:	Shraddha	Location:	Client office
1. Meeting Objective			
Discuss project scope, finalize datasets and address confidentiality issue.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Kevin	Client	Present	
Conrad	Client	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
<ul style="list-style-type: none"> -Discuss specifics of project scope based on proposal and wiki -Talk about and finalize datasets - Address confidentiality issue 			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion	Decision	
1) Discuss specifics of project scope based on proposal and wiki	<ul style="list-style-type: none"> - The scope of the project is to analyze the given data and sales model, to play with the model and identify errors or inconsistencies and figure out the imperfections in the model. After that, we build our own model with the given data and compare accuracies. 	Edit proposal and wiki based on change in project details.	

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2) Talk about and finalize datasets	- Sales, mobile data and their existing sales projection model will be given to us after they get clearance internally and the NDA is signed.		Edit the proposal to remove real estate data. Meet Prof to discuss NDA.		
3) Address confidentiality issue	- Edited wiki to hide the company name, their work and other confidential information and purely describe it as a Singaporean company from whom we get transactional data.		Edit the proposal to match with wiki in keeping the client confidential, and resubmit.		
5. Action Items					
Action	Assigned To		Due Date		
Schedule a meeting with Prof to discuss NDA and project scope.	Vani		19/1/2018		
Change wiki and proposal accordingly, and resubmit.	Shraddha		19/1/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	19/01/2018	Time:	TBC	Location:	TBC
Objective:	Discuss project changes with professor and decide on next steps.				