



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	07/04/2018	Time:	12:00-18:00
Minutes Prepared By:	Vani	Location:	SIS Lvl 5
1. Meeting Objective			
Update Research Paper and Poster drafts according to sponsor and supervisor changes.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Shraddha Ramesh	Participant	Present	
Vani Sound	Minute Taker	Present	
3. Meeting Agenda			
- Complete Action Items from the last supervisor and sponsor minutes			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion		Decision
1) Sponsor changes	Masked the financials, changed the requested titles and removed sensitive information that the client was uncomfortable revealing.		
2) Supervisor changes	Redo the regressions and replace the EDA with relevant images (for the paper and slides). Conclude based on new regression results and update the paper and poster accordingly.		

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5. Action Items					
Action	Assigned To		Due Date		
Add literary review	Vani		08/04/2018		
Make changes to paper based on samples	Vani		08/04/2018		
Update the poster and add regression analysis to paper	Shraddha		08/04/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	08/01/2018	Time:	12am	Location:	SMU SIS
Objective:	To clean up deliverables mentioned above and check consistency of materials produced before the deadline.				