



## INTERNAL MEETING

<b>Project Name:</b>	<b>Geospatial Analysis for Branch Location Optimization</b>		
<b>Date of Meeting:</b> (DD/MM/YYYY)	06/03/2018	<b>Time:</b>	14:00-16:00
<b>Minutes Prepared By:</b>	Vani	<b>Location:</b>	Li Ka Shing Library Level 5
<b>1. Meeting Objective</b>			
Make changes suggested during Midterm Review.			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Role</b>	<b>Status</b>	<b>Remarks</b>
Shraddha Ramesh	Participant	Present	
Vani Sound	Minute Taker	Present	
<b>3. Meeting Agenda</b>			
Complete suggested changes and schedule follow-up meeting.			

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#### 4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
Make suggested changes as per Midterm Review feedback	<p>Calculate each customers expenditure per day per outlet.</p> <p>Change wiki description of project to match our customer needs more clearly (change “optimize sales target”).</p> <p>Do a revised point to polygon analysis for outlets and their hexagons.</p> <p>Do a revised POI by type count for each hex.</p> <p>Check if mobile data provided is accurate, match it up to HDB resident data. We had a problem with this as we couldn’t match grid/ corordinate mapping to subzones as provided by government data.</p> <p>Do a nearest neighbour for POI to outlet by type instead of narrowing it down by 500m distance. We couldn’t do this as QGIS didn’t allow us to use two layers (outlet layer and POI layer) for KNN search.</p>	Schedule meeting with supervisor and inform her of problems faced.

#### 5. Action Items

Action	Assigned To	Due Date
Schedule meeting with Meenakshi	Vani	06/03/2018

#### 6. Next Meeting (if applicable)

<b>Date:</b> (DD/MM/YYYY)	07-03-2018	<b>Time:</b>	5:00 – 5:00	<b>Location:</b>	MR4-7
<b>Objective:</b>	Get remaining Midterm Review feedback & update on our changes so far.				