



SPONSOR MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	01/03/2018	Time:	2:30-3:30
Minutes Prepared By:	Vani	Location:	Client HQ
1. Meeting Objective			
Present our Interim Progress to the client.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Kevin	Participant	Present	
Conrad	Participapant	Present	
Shraddha Ramesh	Participant	Present	
Vani Sound	Minute Taker	Present	
3. Meeting Agenda			
<ul style="list-style-type: none"> Present our insights and findings for interim review 			

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4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion		Decision
Present our insights and findings for interim review	<ol style="list-style-type: none"> 1. If we want to look at payout for analysis, exclude the client HQ branch for a more realistic view (as it is emphasized on in this area). 2. Asked us to consider calculating the expenditure per customer even though it could be inaccurate as each customer wouldn't spend the same amount. 3. Ignore a certain outlet type as it isn't treated as an outlet anyway. 4. Ignore childcare facilities as well as schools as they those regions avoided when opening new branches. 5. Informed us that our hexagon assumption about mobile data coverage is inaccurate and population data does cover the entirety of Singapore. 		
5. Action Items			
Action	Assigned To		Due Date
Make changes client & professor highlighted	Vani, Shraddha		06/01/2018
Schedule meeting with supervisors	Vani, Shraddha		02/01/2018
6. Next Meeting (if applicable)			
Date: (DD/MM/YYYY)	02/03/2018	Time:	12:00
Objective:	Make necessary changes as highlighted above		
Location:	SMU SIS		