



SPONSOR MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	03/04/2018	Time:	2:30-3:30
Minutes Prepared By:	Shraddha	Location:	Client HQ
1. Meeting Objective			
Present our drafts of the poster and report to the client.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Kevin	Participant	Present	
Conrad	Participapant	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
<ul style="list-style-type: none"> • Explain our new model to the client • Discuss the submitted drafts of the report and poster with client • Elicit feedback on the report and poster • Gather requirements on extra tasks needed that will add value to the client 			

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4. Detailed Discussion/ Notes/ Decision					
Agenda / Issues	Discussion			Decision	
Present our new model with the report and poster to the client	<ol style="list-style-type: none"> 1. Remove certain attributes, change certain labels and mask some numbers in order to maintain the anonymity of the client 2. Analyse whether the worker and resident population can be considered same or vastly different in predicting sales revenue 3. Value add to the client: <ul style="list-style-type: none"> - Compare our model to their model as well as comparing these values to the actual sales figures - Calculate total sales revenue projection for both our and their model - Come up with actionable recommendations for our client based on our analyses 			<p>Change fields and numbers.</p> <p>Go one step further from the model and do analyses requested by the client.</p>	
5. Action Items					
Action	Assigned To		Due Date		
Make changes client highlighted	Vani		05/04/2018		
Analyze data for the value-adding requirements from the client	Vani, Shraddha		05/04/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	TBC	Time:	TBC	Location:	TBC
Objective:	Make necessary changes as highlighted above and perform new analyses and compare figures asked for by the client.				