



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	13/04/2018	Time:	13:00-17:00
Minutes Prepared By:	Shraddha	Location:	SMU Concourse
1. Meeting Objective			
Revise report based on feedback in the final presentation and complete final artefact for submission.			
2. Attendance at Meeting			
Name	Role	Status	Remarks
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
3. Meeting Agenda			
Discuss feedback received in final presentation. Revise report accordingly and consolidate final artefact.			
4. Detailed Discussion/ Notes/ Decision			
Agenda / Issues	Discussion	Decision	
1) Discuss feedback received in final presentation. Revise report accordingly and consolidate final artefact.	Feedback from the final presentation include: <ul style="list-style-type: none"> - Elaborate more on the grids, the neighbouring flowers and how we used QGIS to get flower statistics. - Clarify the details of the regression, explaining that it is an explanatory model and that the decisions to include/exclude independent variables is manual. - Explain what exactly TIMs is and how we used the spatial data files given to us. 	Add all the feedback points to the report. Consolidate all documents including drafts and versions to be put into the artefact and submit.	

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5. Action Items					
Action	Assigned To		Due Date		
Complete and submit revised report	Shraddha		14/04/2018		
Consolidate and submit final artefact	Vani		14/04/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	-	Time:	-	Location:	-
Objective:	-				