**Analytics Practicum, Team DHL – Team Meeting 5**

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| **Meeting Date & Time** | 7:00 – 8:30 pm, 20th February 2018 |
| **Meeting Location** | 264 Waterloo Street |
| **Agenda of the Meeting:** | Preparing for mid-term consultation on 21st February |

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| Attendance |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Shalabh Verma | Team DHL, SMU | [Present] |
| Rikin Khanna | Team DHL, SMU | [Present] |

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| S/No. | Task List | Actionable by |
|  | Team Prepared a rough outline and discussed points on the areas to cover during the presentation | Team DHL SMU |
|  | Team noted some important to do’s:  -Updating wiki immediately based on new variables  -Akshay to send Shalabh the latest meeting minutes to be uploaded on the wiki | Team DHL SMU |
|  | Team noted that 12:00 pm on 21st Feb will be internal deadline to keep draft of presentation ready for consultation.  Internal review will be done from 12:00 – 2:00 pm before running supervisor through the deck | Team DHL SMU |