**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  |