



## SPONSOR MEETING

<b>Project Name:</b>	<b>Geospatial Analysis for Branch Location Optimization</b>		
<b>Date of Meeting:</b> (DD/MM/YYYY)	20/02/2018	<b>Time:</b>	14:00 – 15:00
<b>Minutes Prepared By:</b>	Vani	<b>Location:</b>	Client HQ
<b>1. Meeting Objective</b>			
Discuss the data received in detail to better understand it and the model made by the client.			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Role</b>	<b>Status</b>	<b>Remarks</b>
Kevin	Participant	Present	
Shraddha Ramesh	Participant	Present	
Vani Sound	Minute Taker	Present	
<b>3. Meeting Agenda</b>			
<ul style="list-style-type: none"> <li>Clarify the formulas used in their model (excel sheets extracted from ArcGiS).</li> <li>Discuss the variables in the data sets we received.</li> </ul>			

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<b>4. Detailed Discussion/ Notes/ Decision</b>			
<b>Agenda / Issues</b>	<b>Discussion</b>		<b>Decision</b>
Clarify the formulas used in their model (excel sheets extracted from ArcGIS)	<ol style="list-style-type: none"> <li>1. Do the calculations in hexb and SalesProjection data include the flower values or just the grid in question? No, just the one grid except for SalesProjection which does calculate the FlowerPopulation first.</li> <li>2. Does it account for multiple outlets in the grid? It is an aggregation.</li> <li>3. Is there an average of tickets bought by each customer that we can assume, if needed? 3 tickets per customer.</li> <li>4. Some transactional values are dummy so do ignore those too.</li> </ol>		Take note of the formulas for the Data Dictionary and double check the calculations.
Discuss the variables in the data sets we received.	<ol style="list-style-type: none"> <li>1. Do the variables ObjectID and FID have any relation to the excel sheets theyre in? No, you can ignore them. And gID too.</li> <li>2. What type of values are stored in each of the variables in the hexb, SalesProjection csv files. Which ones are auto generated and need to be ignored.</li> </ol>		Remove all unnecessary variables from the data sets given.

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<b>5. Action Items</b>					
<b>Action</b>	<b>Assigned To</b>		<b>Due Date</b>		
Create Data Dictionary based on clarifications.	Vani		20/02/2018		
Create POI count per hex and per outlet files.	Shraddha		21/02/2018		
<b>6. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	21/02/2018	<b>Time:</b>	18:00	<b>Location:</b>	SMU SIS MR 4-7
<b>Objective:</b>	Update the supervisors on data received and processed, and our understanding to proceed further with explorations.				