

Analytics Practicum, Team DHL – Team Meeting 8

Meeting Date & Time	3:00 – 5:30 pm, 14 th March 2018
Meeting Location	SIS Group Study Room 3-9
Agenda of the Meeting:	Preparing for Title & Abstract Submission

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

S/No.	Task List	Actionable by
1.	<p>Team consolidated notes and changes based on client meeting on 8th March and discussed the rough timeline moving forward and how to allocate tasks</p> <ul style="list-style-type: none"> - Shalabh to take lead on focusing on the dashboard interface - Rikin to take lead on statistical analysis - Akshay to draft a version of project Title and Abstract 	Team SMU
2.	<p>Team formatted the draft of abstract and title and submitted it at 8:30 pm as of the deadline</p>	Team SMU
3.	<p>Team prepared for the client meeting taking place on 15th March 2018</p>	Team SMU