#  DataDiversLogo

# **INTERNAL MEETING**

| **Project Name:**  | **Geospatial Analysis for Branch Location Optimization** |
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| **Date of Meeting:** (DD/MM/YYYY) | 09/01/2018 | **Time:** | 12:00-18:00  |
| **Minutes Prepared By:** | Shraddha  | **Location:** | SIS Benches |
| 1. Meeting Objective |
| Discuss and finalize sponsor and project specifications, and complete proposal.  |
| 2. Attendance at Meeting  |
| **Name** | **Role** | **Status** | **Remarks** |
| Shraddha Ramesh | Minute Taker  | Present |  |
| Vani Sound | Participant | Present |  |
| **3. Meeting Agenda** |
| **-**Discuss sponsor and related data, identifying the relevant business problem and how to solve it-Complete proposal, including all project overview details, analysis methodologies and project timeline |
| 4. Detailed Discussion/ Notes/ Decision  |
| **Agenda / Issues** | **Discussion** | **Decision** |
| 1. Discuss sponsor and related data, identifying the relevant business problem and how to solve it
 | Decided on sponsor – Singapore Pools and discussed the information given to us by the sponsor.Solidifed the business problem and solving methodology. | To use Singapore Pools’ geospatial data to solve the problem of the most beneficial locations for new branches.  |
| 2) Complete proposal, including all project overview details, analysis methodologies and project timeline | * Completed all the components of the proposal together, ironing out details and ensuring consistent flow.
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| **5. Action Items**  |
| **Action** | **Assigned To** | **Due Date** |
| Start working on the project design material and wiki | Shraddha, Vani | 11/01/2018 |
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| 6. Next Meeting (if applicable) |
| **Date:** (DD/MM/YYYY) | 11/01/2018 | **Time:**  | TBC | **Location:**  | TBC |
| Objective:  | Work on project logo and wiki |