# 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 | | | | | | | | | | |