INTERNAL MEETING

Project Name:	**Geospatial Analysis for Branch Location Optimization**		
Date of Meeting: (DD/MM/YYYY)	16/02/2018	**Time:**	15:00-19:00
Minutes Prepared By:	Shraddha	**Location:**	Library

1. Meeting Objective

Inspect, clean and decide on analyzing techniques for the data.

2. Attendance at Meeting

Name	Role	Status	Remarks
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	

3. Meeting Agenda

-Split data cleaning and organization tasks into three – Pull factor data, sales per branch, and mobile data
-Clean the pull factor data and decide on visualization/summarization techniques

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
1) Split and clean pull factor data	Data cleaning steps performed: 1. Added Sub_Type to empty records as 'Branch' 2. Removed branches with closing date and removed Closing_Date attribute 3. Increased decimal places in Excel files of all the Point Of Interest (POI) records and outlets to have maximum precision for QGIS 4. Processed and visualized both POI and Outlets in QGIS	Need to add POIs in all missing regions where branches exist without POI The next step after completing all required POIs is to calculate and store the POIs surrounded respective branches, in a new table to represent the many-to-many relationship.

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5. Action Items

Action	Assigned To	Due Date
Work on the first 150 records of Outlets, finding and storing the surrounded POIs	Shraddha	18/02/2018
Work on the next 150 records of Outlets for their surrounding POIs	Vani	18/02/2018

6. Next Meeting (if applicable)

Date: (DD/MM/YYYY)	18/02/2018	Time:	TBC	Location:	TBC
Objective:	Clean Mobile and Sales Prediction Data, and finalize POI-Outlet Visualizations				