



## SPONSOR MEETING

<b>Project Name:</b>	<b>Geospatial Analysis for Branch Location Optimization</b>		
<b>Date of Meeting:</b> (DD/MM/YYYY)	06-02-2018	<b>Time:</b>	2:00-2:30
<b>Minutes Prepared By:</b>	Shraddha	<b>Location:</b>	Client HQ
<b>1. Meeting Objective</b>			
Receive signed NDA, discuss working arrangements at the client HQ.			
<b>2. Attendance at Meeting</b>			
<b>Name</b>	<b>Role</b>	<b>Status</b>	<b>Remarks</b>
Kevin	Participant	Present	
Shraddha Ramesh	Minute Taker	Present	
Vani Sound	Participant	Present	
<b>3. Meeting Agenda</b>			
<ul style="list-style-type: none"> <li>• Receive and briefly discuss signed NDA</li> <li>• Discuss arrangements to work at the client's office and use their data</li> </ul>			
<b>4. Detailed Discussion/ Notes/ Decision</b>			
<b>Agenda / Issues</b>	<b>Discussion</b>	<b>Decision</b>	
<ul style="list-style-type: none"> <li>• Receive signed NDA and discuss</li> </ul>	Receive signed NDA from the client.  Discussed specifics of the NDA, including the confidentiality buffer of 14 days.  Required to mask sensitive numbers to the professor and to public.	We will work at the client's office every Tuesday and Friday, with the exception of working halfday on Thursday during CNY.	

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<b>Minutes Prepared By:</b>	Shraddha	<b>Location:</b>	Client HQ		
<ul style="list-style-type: none"> <li>Discuss schedule and logistics of the working arrangements</li> </ul>	<p>Discuss upcoming deadlines, including internal deadlines for submitting deliverables, allowing for the 14 day confidentiality buffer.</p> <p>Discuss schedule of working in the client's office.</p> <p>Worked out logistics of laptop, visitor's pass etc to ensure smooth transition.</p>				
<ul style="list-style-type: none"> <li>Discussed data arrangements</li> </ul>	<p>Will receive location, sales, mobile and customer account data, including average spend. Will also receive algorithms used in the existing model.</p> <p>Received extra suggestion from client: To improve the displayed info and hence the usability of pop-up windows on the GIS, to show meaningful details instead of unnecessary data.</p>				
<b>5. Action Items</b>					
<b>Action</b>	<b>Assigned To</b>		<b>Due Date</b>		
Confirm Friday meeting with an email to the client.	Vani		06/02/2018		
<b>6. Next Meeting (if applicable)</b>					
<b>Date:</b> (DD/MM/YYYY)	09/02/2018	<b>Time:</b>	10:00-15:00	<b>Location:</b>	Client HQ
<b>Objective:</b>	Begin data analysis and get comfortable with client office and software.				