**Analytics Practicum, Team DHL – Project Sponsor Meeting 3**

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| **Meeting Date & Time**  | 4:00 – 5:00 pm, 26th January 2018 |
| **Meeting Location**  | #04-01, DHL Office, The Gateway, 150 Beach Road  |
| **Agenda of the Meeting:**  | Getting clarity on data and other discussions  |

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| Attendance  |  |  |
| Akshay Nayak | Team DHL, SMU | [Present] |
| Rikin Khanna  | Team DHL, SMU | [Present] |
| Shalabh Verma  | Team DHL, SMU | [Present]  |
| Warren Chong  | Project Sponsor | [Absent] |
| Calyn Kuah  | Project Representative, DHL | [Present] |
| Jessley  | Project Representative, DHL  | [Present] |
| Eileen  | Project Representative, DHL  | [Present] |

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| S/No. | Task List | Actionable by |
|  | Jessley and Eileen ran through data sets and gave brief descriptions on several variables  | Sponsor  |
|  | Calyn updated team SMU to look into “Carrier Management Matrix” file and note that anything that is 3 digits and lesser is a passenger file whereas anything that is 4 digits is a cargo flight. Important to take note of outliers | Sponsor  |
|  | Sponsor advised Team DHL SMU to look into the different aspects of the slicers and its components. Noted the importance of having a dynamic tool that can be used to compare performance/trends across periods, clients, and other comparison aspects  | Team DHL SMU |
|  | 8th of February 2018 was decided as the date for next meeting. Agenda would be to update on how the team has progressed through with data preparation and exploration and other analysis that can be done | All  |