

Analytics Practicum, Team DHL – Team Meeting 6

Meeting Date & Time	4:00 – 7:30 pm, 22 nd February 2018
Meeting Location	Library Project Room 5.2
Agenda of the Meeting:	Preparing for mid-term deliverables

Attendance		
Akshay Nayak	Team DHL, SMU	[Present]
Shalabh Verma	Team DHL, SMU	[Present]
Rikin Khanna	Team DHL, SMU	[Present]

S/No.	Task List	Actionable by
1.	Team updated the rough outline that was prepared for mid-term report. Additional improvements were made based on supervisor's recommendations	Team DHL SMU
2.	Team noted some important to do's: -Updating the calculations based on the new set of variables provided by the sponsor -Meeting minutes need to be updated on the wiki based on last meeting update with supervisor and sponsor -Shalabh to take lead on updating the wiki, Rikin to continue working on the data analysis and Akshay to work on drafting the outline for ppt and mid-term report	Team DHL SMU
3.	Team noted that 11:00 am on 25th Feb will be internal deadline to keep draft of presentation and report ready for submission 12:00 pm on 25 th Feb was decided as the next day of meeting to submit the mid-term deliverables as a team	Team DHL SMU