



INTERNAL MEETING

Project Name:	Geospatial Analysis for Branch Location Optimization		
Date of Meeting: (DD/MM/YYYY)	27/03/2018	Time:	12:00-17:00
Minutes Prepared By:	Shraddha	Location:	SMU Labs Level 3

1. Meeting Objective

Prepare revised data for generating model and redo abstract based on supervisor's feedback

2. Attendance at Meeting

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

3. Meeting Agenda

Review feedback from supervisor meeting and prepare data for model and edit abstract.

4. Detailed Discussion/ Notes/ Decision

Agenda / Issues	Discussion	Decision
1) Prepare data for model based on feedback	<p>Add number of TIMs to each outlet value.</p> <p>Calculate aggregated resident, transient and worker data for each outlet based on its surrounding hexes (flowers).</p> <p>Generate distance matrices for all outlets and every POI type and find the POI of each type that is nearest to every outlet.</p> <p>Similarly, find the distance from the outlet to the next nearest outlet.</p>	Generate all new data and consolidate them into the model variables spreadsheet.
2) Redo abstract	Review feedback given by professor and rewrite abstract based on our new model and the feedback given.	

Project Name:	Geospatial Analysis for Branch Location Optimization				
Date of Meeting: (DD/MM/YYYY)	27/03/2018	Time:	12:00-17:00		
Minutes Prepared By:	Shraddha	Location:	SMU Labs Level 3		
5. Action Items					
Action	Assigned To		Due Date		
Perform descriptive analysis in JMP before running model	Vani, Shraddha		28/03/2018		
Schedule next meeting to continue working on model and deliverables	Vani		28/03/2018		
6. Next Meeting (if applicable)					
Date: (DD/MM/YYYY)	TBC	Time:	TBC	Location:	TBC
Objective:	TBC				