**Analytics Practicum, Team DHL – Project Sponsor Meeting 2**

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| **Meeting Date & Time** | 3:00 – 5:00 pm, 19th January 2018 |
| **Meeting Location** | #04-01, DHL Office, The Gateway, 150 Beach Road |
| **Agenda of the Meeting:** | Project Briefing, Key issues to be addressed and onboarding |

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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 | [Present] |
| Valisa Ang | Project Representative, DHL | [Present] |
| Priscila Chong | Project Representative, DHL | [Present] |
| Ricardo Delle Vedove | Project Representative, DHL | [Present] |
| Calyn Kuah | Project Representative, DHL | [Present] |
| Wei Khyuan | Project Representative, DHL | [Present] |
| Sajeesh Nair | Project Representative, DHL | [Present] |

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| S/No. | Task List | Actionable by |
|  | Team DHL SMU presented to project sponsor the proposal submitted for the project and the project wiki where sponsor can check on regular updates regarding the project | Team DHL SMU |
|  | Shalabh brought up potential issue on the type of data required for the project. As highlighted by Prof. Kam, sponsors were asked whether we need data for all customer segments for a period of 1 year of alternative seek data for 3 key clients for a period of 3-4 years.  Project Sponsor Mr. Warren highlighted that for the prototyping phase, the data for 2 clients for a longer period of time should serve the purpose | All |
|  | Microsoft Power BI was decided as the tool that will be implemented for the project. Project sponsor sent link to team DHL SMU to download the tool | Team DHL SMU |
|  | Team DHL SMU clarify the issue on project  stakeholders. CSI is the main stakeholder of the project. Once the project is merged across multiple accounts, then at a later stage the program and other account managers will also be using it | All |
|  | Project Sponsor assigns Calyn and Wei Khyuan as project representatives from the sponsors side. Duties of the project representatives include:   1. 1. Project governance and internal communications including stakeholder management 2. 2. Phase design: Prototyping, IT architecture, testing 3. 3. Allocation of workstreams: Modules and workloads amongst project managers and SMU students | All |
|  | Team DHL SMU brought up the issue on confidentiality and privacy.   Sponsors highlighted on the need to be anonymous, no logo and name to be used on the wiki page of the project. | Team DHL SMU |
|  | Key actionable items:   1. Project sponsor Mr. Warren will liaise with Prof. Kam to resolve the issue on NDA so that preliminary data can be given to the team to work on  2. Project sponsor will also provide team DHL SMU will the key analytical operational modules and steps for data integrity check for raw data | Project Sponsor |