

Analytics Practicum, Team DHL – Team Meeting 10

Meeting Date & Time	4:00 – 8:30 pm, 8 th April
Meeting Location	Library level 2, learning commons
Agenda of the Meeting:	Preparing for submission of Paper and poster

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 consolidated the individual respective parts done for the paper. Shalabh was in-charge of preparing a rough outline to guide the direction of the paper while Rikin took charge to prepare the poster	Team SMU
2.	Internal deadline of 10:00 pm was set 12 hours before the deadline to consolidate the final parts, make changes and edit the paper as per samples provided by the supervisor	Team SMU
3.	After multiple rounds of peer review and changes, the team submitted the poster and paper on e-learn at 7:30 am on 9 th April before the deadline	Team SMU