Meeting Title	Capstone Project Group E – Weekly Team Meeting	
Date	29-Mar-2022 — **Time / Duration**	7:30 pm / 60 Minutes
Chair	Group E Team Members	
Attendees	**Name**	**Role**
	Abdul El-Hamawi	Data Scientist
	Chris Strods	Data Visualisation Specialist
	Jamie Twiss	Communications Manager
	Sonal Chawla	Communications and Visualisation Specialist
Apologies	David Anderson	Data Scientist
	Shuba Dutta	Project Lead / Communications

Meeting Minutes	
Agenda Item	**Minutes**
Data Models	Chris and Abdul have worked on two separate models. Chris will share his output on feature engineering and other datasets with Abdul.
Agenda and Questions for the Online Lecturers	Team will further discuss some of the key questions, raised during the meeting, with the Lecturers. Jamie to update the agenda and load it in GitHub.
Next Steps	Chris and Abdul will work on their models, add brief bullet points about methodology and outputs in the report, and pull together some output charts to use in the final report. Sonal will revise the first half of the report, and Jamie will work on the latter part of the report by fleshing out the output from Abdul and Chris.
Next Weekly Meeting	Next week the team decided to meet shortly before the Weekly online lecturers meeting.

Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Agenda	The agenda for this week's meeting needs to be finalised and uploaded to GitHub	Jamie Twiss	29-Mar-22	Complete
Setting up Meeting with Online Instructor	Need to set up the Group Meeting with the Online Instructor and notify the team when the meeting is booked.	Jamie Twiss	30-Mar-22	In Progress
Next Team Meeting	Schedule next week's meeting in Teams	Sonal Chawla	30-Mar-22	TBA

	before the Online Instructor meeting is finalised.			
Forecasting Models	Work on the development of two forecasting models	David Anderson Chris Strods. Abdul El-Hamawi Shuba Dutta	05-Apr-22	TBA
Final Report for Project Submission	Work on the Report required for the final project.	Jamie Twiss Sonal Chawla	50-Apr-22	TBA