



Data Science Capstone Project – Group E

Meeting Minutes and Actions Table

Meeting Title	Capstone Project Group E – Introduction Meeting		
Date	6-Mar-2022	Time / Duration	6:30 pm to 7:30 pm / 60 Minutes
Chair	Group E Team Members		
Attendees	Name	Role	
	Abdul El-Hamawi	Project Lead	
	Chris Strods	Data Scientist	
	David Anderson	Data Scientist	
	Jamie Twiss	Communications Manager	
	Shuba Dutta	Project Coordinator	
Apologies			

Meeting Minutes	
Agenda Item	Minutes
Will our models be tested against an unseen/additional dataset? If so, what is the nature of that dataset (state, timing, etc.)?	<p>No. We should split the data into a training set and test set, and assess the performance against the test set.</p> <p>We can also compare the results to the forecast data provided.</p> <p>The course is more about the process and less about the accuracy of the model itself.</p>
Should we work across the data for all four states, or can/should we focus on one?	<p>Up to you—his suggestion is to use the data from one state, because there's no reason to think that a model for one state will work well for the others. If you want to look at all four states, you'll probably need to train four models, which would probably be too time-consuming.</p> <p>It's all about justifying the choices you make. So if you do just NSW and don't use all the years, that's fine, but you need to explain why that is—give good reasons on both (e.g. "we didn't use the early years of data because we saw a downward trend in those years that seemed atypical.") Also okay to say you don't have time to do it well.</p>
Should we use the forecast data? What do we know about	<p>Project is very open-ended, so you can do whatever you like. But think about who the model will be useful for, and whether using the forecast data fulfills that (who would benefit</p>



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how it was produced?	<p>from a model that uses a forecast as an input?).</p> <p>Probably a good idea to check your forecast against the forecast data provided. Make it apples-for-apples—if you're forecasting for 24 hours out, then benchmark with the comparable forecast data.</p>
<p>What key parameters will the instructors evaluate us on?</p> <p>a.</p>	<p>Different instructors will look at it differently. E.g., he's an economist; can you make a connection between the model and the practical consequences of what you've trained (this is very important for him)? Others might be more interested in the tightness of the code, appropriateness of model selection, etc.</p> <p>The report is more of a technical one—giving a detailed overview of what you've done (selectively). For the presentation, you'll need to do a much higher selection, and you'll need to address someone who isn't technical. So briefly summarize the model, outputs, and quality, and then focus on drawing out the implications.</p> <p>Can share point forecasts and distributions with someone who's technical, but someone who isn't technical wouldn't know what to do with it.</p>
What is the most important thing to forecast—is it demand 30 minutes out? 1 day out? 3 months out?	<p>It's up to us. We have to think about who the audience is and what they need/would find useful, and then deliver that. So one participant might need short-term forecasts, while another might need it 24 hours in advance—we just need to decide who the audience is and draw the link from the model to their outputs.</p>
Other things that successful groups do well?	<p>Manage their time effectively—build their models quickly so that they have time to write the report and the presentation.</p> <p>Communicating effectively is the most important thing, even more important than the model.</p>



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	<p>Groups that can effectively split up the teamwork, taking advantage of the strengths and weaknesses of each member</p> <p>General advice—think about the one graph/table/chart that summarizes what you're doing</p>
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Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Other things that successful groups do well?	Consider how to link the model to the practical consequences, and draft text in the report accordingly	Jamie	31 March	In progress