



Data Science Capstone Project – Group E

Meeting Minutes and Actions Table

Meeting Title	Capstone Project Group E – Weekly Team Meeting		
Date	22-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	
	David Anderson	Data Scientist	
	Jamie Twiss	Communications Manager	
	Shuba Dutta	Project Lead / Communications	
	Sonal Chawla	Communications and Visualisation Specialist	
Apologies			

Meeting Minutes	
Agenda Item	Minutes
Data Exploration	<p>Each Team Members shared their analysis and the models which they developed. Some of the key findings were as follows: -</p> <ul style="list-style-type: none">2021 Data is not complete and thus the team has decided that we will not use 2021 data to train the model.There were many outliers in the data set provided. For example, in some scenarios the Summer and Winter Months demand were very chaotic. The team decided to exclude the outliers from the training dataset. <p>Visualisations and Forecast Models, created by the team members, were discussed during this meeting as well.</p>
Dataset to be used for the Model	<p>The team has decided to explore the entire dataset and then derive the training dataset accordingly.</p>
Agenda and Questions for the Online Lecturers	<p>Team will further discuss some of the key questions, raised during the meeting, with the Lecturers.</p> <p>Jamie to update the agenda and load it in GitHub.</p>
Next Steps	<p>Since David and Abdul are playing the role of data scientists, they will take the lead role in developing the models. David to team up with Chris to develop one model and Abdul to team up with Shuba to develop another model.</p> <p>Jamie and Sonal being the Communications Specialists will focus on developing the report layout which will be submitted at the end of the project.</p>
Next Weekly Meeting	<p>Next week the team decided to meet after the Weekly online lecturers meeting.</p>



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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	23-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	23-Mar-22	Complete
Next Team Meeting	Schedule next week's meeting in Teams after the Online Instructor meeting is finalised.	Shuba Dutta	30-Mar-22	TBA
Forecasting Models	Work on the development of two forecasting models	David Anderson Chris Strods. Abdul El-Hamawi Shuba Dutta	30-Mar-22	TBA
Final Report for Project Submission	Work on the Report required for the final project.	Jamie Twiss Sonal Chawla	30-Mar-22	TBA