Meeting Title	Capstone Project Group E – Week 2 Meeting with Online Instructors (Rohit)	
Date	14-Mar-2022	**Time / Duration**	6:00 pm / 40 Minutes
Chair	Group E Team Members & Online Instructor (Rohit)	
	Name	**Role**
	Rohitash Chandra	UNSW Online Instructor
	Abdul El-Hamawi	Data Scientist
	Chris Strods	Data Visualisation Specialist
Attendees	David Anderson	Data Scientist
	Sonal Chawla	Communications and Visualisation Specialist
	Jamie Twiss	Communications Manager
	Shuba Dutta	Project Lead / Communications
Apologies		

Meeting Minutes	
Agenda Item	**Minutes**
Discussion about how Online Lecturers can track team's collaboration and communication.	Github—good to keep it up-to-date; use it to ensure people are contributing equally/use it for weightage. That means we should ensure that each of us is uploading our own documents. Once a week is fine. Teams—don't need access; that's for you. Shared documents—use that to have evidence that we're all contributing
Clarification on Project Plan Documentation	It's OK to go to 3 pages or a little further if needed. Also more flexibility on final report. Include an abstract. Can use different formats (e.g. Word), but make sure it's similar to the template (logo is there, abstract is there). Can play with the margins if needed. No appendix allowed. If we're really stuck, email for permission for an extra page.
Evaluation Criteria	See the rubric. Of course, different teachers will come up with different results.
Can we use data points up to the point of prediction?	Yes. At heart this is a windowed time-series prediction problem. Think back to the lessons from neural networks. Use data visualisation to see the correlations, e.g. temperature and demand yesterday vs. today. Investigate a univariate vs. a multivariate model, where the MV model takes information from the preliminary analysis

Actions Table

	Data Science Capstone Project – Group E			
	Meeting Minutes and Actions Table			
Agenda Item	Action	Responsible Member(s)	Due Date	Status