Meeting Title	Capstone Project Group E – Introduction Meeting	
Date	8-Apr-2022 / Time / Duration	7:30 pm to 8:00 pm / 60 Minutes
Chair	Group E Team Members	
Attendees	**Name**	**Role**
	Chris Strods	Data Visualisation Specialist
	Sonal Chawla	Communications and Visualisation Specialist
	Jamie Twiss	Communications Manager
	Shuba Dutta	Project Lead
Apologies	Abdul El-Hamawi	Data Scientist
	David Anderson	Data Scientist

Meeting Minutes	
Agenda Item	**Minutes**
Update on the Random Forest model	Chris and David have completed the coding the Random Forest and started adding the results to the main report. They will also include scenarios and confidence intervals. The latest changes from Chris have been updated on GitHub
Update on the project report	The way we will approach the report: • Add the rough content in the report. After which Jamie and Sonal will clean it up. • Consistency in charts and the way both models are laid out. • Need to include one chart that summarises the entire project.
Video Presentation	All team members will contribute to all sections of the video in order to ensure consistency. Details of the video will be discussed after the report has been finalised. The content will be leveraged from the main project report.

Actions Table				
Agenda Item	Action	Responsible Member(s)	Due Date	Status
Video Presentation	Review and start thinking about the sections	All	16-Apr-2022	In Progress
Project Report	Review and clean up content	Jamie and Sonal	12-Apr-2022	In Progress
Random Forest Model	Add models results to the report	Chris and David	10-Apr-2022	In Progress
Neural Network Model	Testing and results	Abdul and Shuba	10-Apr-2022	In Progress