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| 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) | | |
| Attendees | Name | | Role |
| Rohitash Chandra | | UNSW Online Instructor |
| Abdul El-Hamawi | | Data Scientist |
| Chris Strods | | Data Visualisation Specialist |
| Sonal Chawla | | Communications and Visualisation Specialist |
| Jamie Twiss | | Communications Manager |
| Shuba Dutta | | Project Lead / Communications |
| Apologies | David Anderson | | Data Scientist |
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| 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 |
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| Actions Table | | | | |
| Agenda Item | Action | Responsible Member(s) | Due Date | Status |
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