

**MINUTES TEMPLATE**

**Minutes of meeting for group** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_QBUS6840 Group 51\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration: \_\_\_\_\_\_\_\_\_\_70min\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: \_none\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minute-Taker:

Juyoung Kim\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present: Juyoung Kim, Chaofan Wang, Damian Chimes, Oscar Jungstedt

Apologies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Agenda Item | Key Points | Action | Responsible member(s) | Task due time | Review/group judgement |
| Sharing each model development  **1.Exponential**  -Simple Exponential smoothing  -Holt-winter  **2.Deep learning modeling**  -NN  -RNN  -CNN + RNN  **3.ARIMA model** | 1.Data transformation  2. Data split  -train  -validation : using for the parameter  -test : only for the test  3.Error test model  -RMSE  4.Error test scope  - only for Test scope | - Finalize the model considering feedback  -Combine the model in a single file  -Starting the report  -Send the correct model to Damian | 1.Reporting  -write each algorithm methodology  2. Combine the code (Damian)  3. Writing- Introduction  (Oscar)  4.Writing-EDA  (Juyong)  5. Writing rubric in a table (Chaofan) | Oct 24  6:30pm | N/A |