1st Meeting Minutes

Meeting Title: Project Kick-Off Meeting

Date: 23rd March 2022

Time: 14:30-15:00

Attendees: Yuqi Cao, Zhiyuan Gao, Rui Wang, Zoe Wu, Weize Cai, Matthew Greenwood-Nimmo, Kasun Bandara, Marika Benetti-Hille

Item: Introductions

Allocated time: 5 minutes

Notes: Self-introductions of each person

Item: Project Scope/Overview

Allocated time: 10 minutes

Notes: Univariate forecasting models on each state will not be consistent with national level forecast, thus a hierarchical forecasting model is introduced to solve this problem.

Item: Expected Outcomes

Allocated time: 5 minutes

Notes: Aggregate forecast from the bottom to top level.

Item: Timelines

Allocated time: 5 minutes

Notes: Follow subject suggestions.

Item: Next Steps

Allocated time: 5 minutes

Notes: Look into the dataset and do some readings on forecasting.