# Team Meeting Notes for Development Project Units 3-6

| Date | Agenda Item | To Do / Responsibility |
|---|---|---|
| 06.11.2024 | First Meeting<br><br>1. Discussion of potential business questions<br>2. Filling out group contract<br>3. Assigning roles and responsibilities | • Natali to set up recurring meetings. |
| 07.11.2024 | 1. Project Recap<br>2. Group Contract<br>3. Business Analytics Questions for Airbnb<br>4. Responsibilities<br>5. Next Meeting | • Overview of task, aim, and deadline.<br>• Paulina to send group contract to tutor by Nov 7th EOD.<br>• Final vote on Airbnb questions via WhatsApp.<br>• Nima, Osman, and Natali to discuss report separately. |
| 08.11.2024 | 1. Recap of Task 3: Analytical Report and Rating Criteria<br>2. Mode of Collaboration: Google Docs, other?<br>3. Deliverable until next group meeting<br>4. Task responsibilities of deliverable(s)<br>5. Other | • Finalize analytical report structure and criteria.<br>• Decide on collaboration platform.<br>• Define deliverables and responsibilities. |
| 12.11.2024 | 1. Choice of AirBnB Business Analytics Question<br>5. Next Meeting | • Vote on new Airbnb analytics question via WhatsApp poll.<br>• Assign tasks for narrowing research and data visualization. |
| 19.11.2024 | 1. Final Deliverables<br>2. Schedule for Data Analysis<br>3. Update on written report<br>4. Choice of AirBnB Business Analytics Question | • Finalize data analysis.<br>• Cross-check analytical report table with code.<br>• Finalize written report by Dec 1, 12:00pm.<br>• Optional group call on Dec 1 for urgencies. |
| 25.11.2024 | 1. Methodology<br>2. Findings<br>3. Overall Group Feedback | • Adjust Methodology section format and subheadings.<br>• Draft pricing findings.<br>• Final review and feedback schedule. |

## Reflection on the Team Meetings and my Role

In the beginning me and another person were active in ensuring the team would meet soon after our formation was clear. After the first meeting we decided that a project lead might be necessary for the project's success and I was happy to take on the role since I also work as a Product Manager/Product Owner and have that skillset already. From then on I took on an even more active role.

As project lead, I organized meetings, prepared agendas, summarized discussions, ensured accountability, and structured our workflow using tools like Google Documents (see link below). My responsibilities also included conducting research to

develop a meaningful business question and aligning it with data findings. This leadership and structure were helpful in maintaining focus and organization.

The team progressed effectively, adhering mostly to prepared agendas (by me) and maintaining motivation to deliver high-quality results on time. One meeting setback occurred on November 12th when changes to the project scope and business question as well as differing opinions led to prolonged discussions and no results at the end of the meeting. I took the lead and suggested that, after reviewing the current data and work that was done, we would vote on the most viable business question going forward.

Whenever the team had differing opinions on the project scope, business question, and data approach afterwards, we used a WhatsApp group for democratic voting, which ensured transparent and efficient decision-making. This adaptability and teamwork were key to the project's success.

**Notes on Collaboration via Google Docs and my Involvement**

Below is the link to the Collaborative Google Cloud Document, set up by me. It was used to track our progress, work collaboratively and prepare/track agendas for the meetings:

https://docs.google.com/document/d/1BcIgxGqUnXd53k2jIkXiIVq8dJ_dDl9S_m8H0GJj1co/edit?pli=1&tab=t.f1kpr3smpkh

My contributions to creating the document and establishing its structure provided transparency over responsibilities and deadlines, ensuring accountability and efficient collaboration. Additionally, my work on the research and shared authorship of the Assignment Outline and Final Written Report with Nima Osman played a key role in delivering a well-organized and high-quality final project. Together, these efforts ensured the project's overall success.
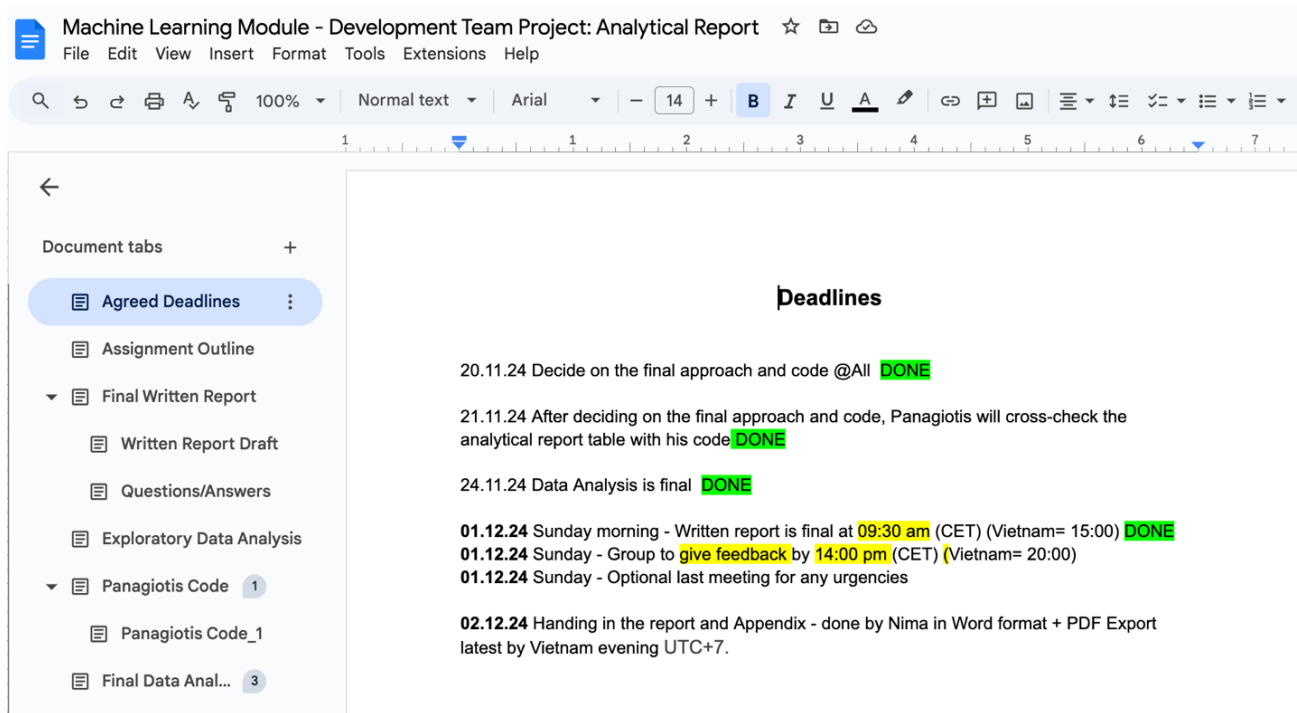
**Machine Learning Module - Development Team Project: Analytical Report**

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Document tabs +

- 📄 Agreed Deadlines
- 📄 Assignment Outline
- ▾ 📄 Final Written Report
  - 📄 Written Report Draft
  - 📄 Questions/Answers
- 📄 Exploratory Data Analysis
- ▾ 📄 Panagiotis Code   1
  - 📄 Panagiotis Code_1
- 📄 Final Data Anal...   3

## Deadlines

20.11.24 Decide on the final approach and code @All  DONE

21.11.24 After deciding on the final approach and code, Panagiotis will cross-check the analytical report table with his code DONE

24.11.24 Data Analysis is final  DONE

**01.12.24** Sunday morning - Written report is final at 09:30 am (CET) (Vietnam= 15:00) DONE
**01.12.24** Sunday - Group to give feedback by 14:00 pm (CET) (Vietnam= 20:00)
**01.12.24** Sunday - Optional last meeting for any urgencies

**02.12.24** Handing in the report and Appendix - done by Nima in Word format + PDF Export latest by Vietnam evening UTC+7.

Fig 1: Screenshot of Google Docs, structured and set up by me.

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⟳ This appointment occurs in the past.

ⓘ This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: (UTC) Dublin, Edinburgh, Lisbon, London.

99 **Machine Learning Group Project - Team 3 - Recurring Meeting**

🕐 Occurs on Tuesday, November 12, 2024 from 9:00 PM to 10:00 PM    [View Series]
1 hour

◎ [Microsoft Teams Meeting]

[📷 Join Teams Meeting]    [💬 Chat with participants]

🔔 15 minutes before ⌄

**Meeting Details**

| Agenda Item | To Do / Responsibility |
|---|---|
| 1. Choice of AirBnB Business Analytics Question | • Data team present the choice |
| 2. Presentation of Tasks Done and Elaboration on Deliverables | • @Osman, Nima and Natali share what they agreed on and did for today (extra research on the topic)<br>• @Matkowska, Paulina, @Niewczas, Mateusz and @Mourtas, Panagiotis share what they agreed on and did for today |
| 3. Discussion of Business Analytics Question | • @All |
| 4. Discussion of other open topics | • @All |
| 5. Next Meeting<br><br>- Assign tasks and establish deadlines | • @Osman, Nima and Natali<br>• @Matkowska, Paulina, @Niewczas, Mateusz and @Mourtas, Panagiotis<br><br>• @Nikolic, Natali to set up recurring meeting and define next agenda. |

**6. Project deadlines**

**Week 48 November Deadlines Details:**
Discuss: Can we have the final data the weekend before – so around 24th of November?

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 25 | 26<br>9:00 PM  Machine Learning 🔇 | 27 | 28 | 29 |

**Invitees**

Organizer
NN  Nikolic, Natali
    Required

1 Accepted
P   paulinamatkowska@gmail.com
    Required

5 Not Responded
MP  Matkowska, Paulina
    Required
NM  Niewczas, Mateusz
    Required
ON  Osman, Nima
    Required
N   niewczas91@gmail.com
    Required
P   p.mourtas@gmail.com
    Required

Fig 2: Screenshot of Outlook Recurring Meeting set up by me.

Nov 18, 2024

# RESEARCH NOTES

**FOCUS A:** Airbnb in NYC: Global Influence, and Neighborhood / Property Type Dynamics 2020-2024

- Airbnb is a digital platform for accommodations, connecting users to 8 million places to stay in more than 100,000 cities across 220 countries and regions globally (Airbnb.com, 2024).
- New York City has the largest Airbnb presence in the United States (Xie et.al. 2020).
- Airbnb has strategically mobilized its host community in New York City to influence local regulations. New York City is the city with the largest number of hosts, host clubs, and host club members in the world (Stabrowski, 2022).
- Airbnb has facilitated the conversion of millions of homes globally into short-term rentals, yet its expansion is increasingly constrained in numerous cities across Europe and North America (Yates, 2023).

  **Agglomeration effect:** Has a positive effect on Airbnb listing revenue, likely due to travelers seeking nearby room-sharing options (Xie et.al. 2020).

## Airbnb NYC Host Prevalence

Airbnb host prevalence in major cities, particularly **city centers,** is higher in areas with **older, professional populations, lower proportions of Asians and Hispanics, more males, and lower incomes.** Conversely, areas with opposite demographics show fewer Airbnb properties. **High Airbnb density aligns with popular tourist areas,** concentrating both benefits and externalities in city centers. This results in uneven impacts of Airbnb across NYC, with the sharing economy's effects disproportionately affecting central areas (Sarkar et.al. 2020).

**Findings on Property Types:**

- **Entire Homes**: Fewer unique associations compared to other property types.
- **Shared Rooms**: Negatively associated with families and mortgages; positively associated with greener attitudes.
- **Private Rooms**: Show growing density in eco-conscious neighborhoods.

Fig 3: Screenshot of Research done by me.

Overview of **popular Property types** according to Neighbourhood, Density, Attractions, and Target Groups *(Same data as in table before, only different sorting)*

| Popular Property Types | Neighborhood/Area | Density Level | Key Attractions and Features |
|---|---|---|---|
| **Entire Homes** | Lower Manhattan | High | Tourist attractions, corporate HQs, entertainment hubs, restaurants, high rental costs. |
| | Northern Brooklyn | High | Williamsburg, cultural attractions, proximity to Manhattan, popular with millennials. |
| | Governor's Island | High | Exclusive listings, proximity to Manhattan, scenic surroundings. |
| | Central Manhattan (Empire State Building area) | High | Central hub, tourist sites, half of listings within 3 miles of Empire State Building. |
| **Private Rooms** | Northern Brooklyn | High | Williamsburg, cultural attractions, proximity to Manhattan, popular with millennials. |
| | Upper West Side (Manhattan) | Moderate | Central Park, Morningside Heights, professional and student-friendly. |
| | West Queens | Moderate | Gentrification, Shea Stadium, LaGuardia Airport, affordable compared to Manhattan. |
| | Peripheral NYC | Low | Bronx, Staten Island, outer Queens, largely residential, minimal tourist attractions. |
| **Shared Rooms** | Central Manhattan (Empire State Building area) | High | Central hub, tourist sites, half of listings within 3 miles of Empire State Building. |
| | Upper West Side (Manhattan) | Moderate | Central Park, Morningside Heights, professional and student-friendly. |

Fig 4: Screenshot of Research done by me.