**Details**

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|---|---|
| Date/Time | May 1st |
| Location | Zoom |
| Project Name | Can Global Machine Learning Models Improve the Accuracy of Small Area Age-Sex Population Forecasts |
| Subject | Data Science Project Pt1 MAST90106 |
| Attendees | Haitong Gao, Yuexin Li, Eric Luanzon, Meijun Yue, Chi Zhang |
| Facilitator | Chi Zhang |

**Minutes**

| | |
|---|---|
| Agenda topic | Main Points, Conclusions, Discussions, Decisions, Next Steps |
| Presentation | Script summarise & Revising |
| Report | Draft report |
| Model | ETS, Theta Result presenting |
| Data | Reconciliation Logic presenting |

**Action Items**

| Description | Assigned To | Due Date |
|---|---|---|
| Report & Presentation & Data Analysis (cont.) | Chi Zhang | May 2nd |
| Theta & ETS Investigation (cont.) | Eric Luanzon, Meijun Yue | May 2nd |
| LSTM (cont.) | Yuexin Li | May 2nd |
| Data Hierarchical & Reconciliation (cont.) | Haitong Gao | May 2nd |

**Next Meeting Agenda Topics**

| Topic | Presenter |
|---|---|
| Weekly report to the host | All members |
| Next step illustration and work allocation | Chi Zhang |

**Next Meeting**

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|---|---|
| Date | May 2nd |
| Time | 1:00pm~2:00pm |
| Location | Zoom |
| Owner/Scheduler | Chi Zhang |