

### Details

Date/Time	Mar 24th
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	Irina Grossman, Kasun Bandara, Michael Kirley, Joyce Zhang, Marika Benetti-Hille, Haitong Gao, Yuexin Li, Eric Luanzon, Meijun Yue, Chi Zhang
Facilitator	Chi Zhang

### Minutes

Agenda topic	Main Points, Conclusions, Discussions, Decisions, Next Steps
Host	Kick-off meeting with Irina
Project	Gain knowledge of Preview and Overview of the Project
Expectation	Brief discussion on expected outcome
Reference	Start reading the first resource on “small area population forecasts”
Meeting Time	Arrange a regular time for all meetings in this semester (Monday 1 pm)

### Action Items

Description	Assigned To	Due Date
Reference Reading & Collecting Questions	All Members	Mar 27th
ABS Table Builder	Chi Zhang	Mar 27th
Data Accessing	All Members	Mar 27th

### Next Meeting Agenda Topics

Topic	Presenter
ABS Table Builder	All Members
Question Collecting & Brain Storm	All Members

### Next Meeting

Date	Mar 27th
Time	4:00pm~5:00pm
Location	Zoom
Owner/Scheduler	Chi Zhang