Weekly Sprint Planning

2020-06-19 /10:00-11:30 / Zoom

	WEEKS	DATES	GOALS
Investigation and Research	3	27 April - 14 May	Identify project objectives and key data features + understand data dictionaries + research machine learning techniques to classify building sensors
Training/Testing Data and Data Prep	1	15 - 21 May	Create training/testing data + transform data for machine learning tasks
Feature Selection and Engineering	1	22 - 28 May	Aggregate data + create smaller categorical levels + identify relevant features
Initial Modeling	1	29 May - 4 June	Develop a classification model to apply group tags to end-uses for the Pharmacy building + finalize main script to clean data and feed data into models + UBC mid-term presentation
Tuning Model	1	5 - 11 June	Validate and evaluate models
Dashboard and Wrap-Up	1	12 - 18 June	Create visualizations of results + data pipeline of results + complete user-acceptance testing of dashboards + start final report + unit testing
Wrap-Up	1	19 - 26 June	Final report + package final code + complete unit testing + UDL final presentation + UBCO final presentation
Total Weeks	**9**		

1. What was our goal/theme from last week?
   Goal: Tune model and start on reporting

2. Which tasks did we complete?
   - **Develop various classification models for NRCan tags**
   - **Model EC and NC relationship**
   - **Populate the main function**
   - **Select date range for dataset**
   - **Tune the model**
   - **Develop code to test different clustering methods**
3. Was there anything stopping us from finishing specific tasks?
   - Time

4. What tasks are still in progress?
    - Optimize and clean the code
    - Final presentation
    - Final report
    - Google Colab notebook
    - Create placeholder dashboard

5. Are there any changes that need to be made?
    - No

6. What is our goal/theme for this week?
   Goal: Wrap up and celebrate

7. What tasks need to be added/replenished to the Backlog?

8. What tasks are most important and should be pulled from Backlog to In progress?
    - Task 1
    - Task 2
    - Task 3

9. Are there any dependencies between In Progress tasks?
    a. If so, how will that be organized?

10. Who is going to be assigned to which tasks and update in Jira?

Person	In progress Tasks	New Tasks
Claudia	●	●
Connor	●	●
Eva	●	●

Alex	●	●

- **Clean and optimize code** (Connor then everyone)
    - Finalize comments by removing old comments/adding new ones (i.e. clean up comments)
    - Ensure naming convention is consistent
        - Ex. if constant variable should be all caps
        - Snake case for variables
    - Pull out all the test code
    - Make sure all imports are at the top of the file
    - Make any hard coded items into a constant and define at the top of the file so that they can be easily changed
        - Ex. path/file names for reading csv's
    - Make sure all files that it does use are stored in a consistent way and rename files as required
        - Ex. all in the same folder,consistent file naming scheme, etc…
    - Remove unnecessary code/functions
- **Finalize git repo (Checklist)**
    - Delete non-master branches (Whoever created it delete it)
    - Delete unnecessary jupyter notebooks and .py files from master (Whoever created it delete it)
    - Update team & personal logs (Claudia)
    - Finalize test code and data in a separate folder (Connor&Eva)
    - Deal with metadata-common-fields folder (Alex)
    - Delete unnecessary folders from master (ex: explore_daterange) (Whoever created it delete it)
    - Update readme.md (Project abstract, description of where stuff lives, link to google colab) (Claudia)
    - Make sure all deliverables are on Git
        - Presentations (Claudia) → done

        - Visualization (queries, json) (Alex)
        - Client meeting folder (Eva)
            - Flowcharts
        - Final report (Everyone!!)
        - 1-Page summary (Eva)
- **Google colab**