**Monthly Meeting #3: Challenge Advisor Meeting**

| **Meeting Date:** | Sep 20, 2023 | |
| --- | --- | --- |
| Meeting Time: | 2:30 pm | |
| Meeting Location: | Virtual | |
| Meeting Type: | Challenge Advisor Meeting | |
| Student Team Members: *(check box if in attendance)* | * Nusaiba Mahmud * Chloe Nguyen * Aida Bozulan * Ashley Garcia * Zaira Garcia * Sakshi Gondkar | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | Wenjie Wang, Timo Budiono | |

**MEETING AGENDA**

1. Logistics
2. Scheduling
3. Data Questions
4. Progress

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Scheduling | Send out a zoom meeting link for next week. Send out a calendar invitation. 3139600526 - Timo's Number |
| Data Questions | Records section, what does it mean? How do we approach this section? It is the amount of data the breach affected. |
| Progress | Done with data visualization. Go ahead with NLP. Better choice of graphs to represent the data. |
| Presentation | Improve data visualization techniques so you are able to tell a story at the presentation. Add the data visualizations in the final presentation for context. It will help better than code. Add observations of the data visualization. |
| Agenda items | Send deliverables and calendar invites for the recurring meeting |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Data Prep & Cleaning (IN PROGRESS) | Zaira, Sakshi | Sep 22, 2023 |
| Data Modeling | Chloe, Sakshi | Sep 29, 2023 |
| Calendar invites | Nusaiba | Sep 22, 2023 |
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# **Monthly Meeting #4: AI Studio TA Meeting**

| **Meeting Date:** | Sep 27, 2023 | |
| --- | --- | --- |
| Meeting Time: | 2:30 | |
| Meeting Location: | Virtual | |
| Meeting Type: | AI Studio TA Meeting | |
| Student Team Members: *(check box if in attendance)* | * Nusaiba Mahmud * Chloe Nguyen * Aida Bozulan * Ashley Garcia * Zaira Garcia * Sakshi Gondkar | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* |  | |

**MEETING AGENDA**

1. Progress
2. What we completed
3. Upcoming timeline
4. Challenge Advisor prep

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Data Visualization | Following TA’s suggestion to use a different visual aid than a line graph to visualize the correlation among categorical values, a heatmap was implemented.  One heatmap to visualize the correlation among ‘Organization Type’ and ‘Method’. And another heatmap for the correlation among ‘Entity’ and ‘Method’ by Ashley.  This concludes Data Visualization. |
| DataPrep and Cleaning | The ‘Records’, ‘Organization type’, and ‘Year’ columns are clean and prepped by Zaira |
| Data Prep and Cleaning | ‘Method’ column to be cleaned by Sakshi |
| Upcoming meeting | Prepare the meeting for Timo & Sanjay |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Data Modeling | Chloe & Sakshi | Oct 6, 2023 |
| Model evaluation | Combined effort | Oct 13, 2023 |
| Presentation – Start | Nusaiba | Oct 20, 2023 |
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