# **Monthly Meeting #1: Full Group Meeting**

| **Meeting Date:** | Sep 8, 2023 3:00 PM | |
| --- | --- | --- |
| Meeting Time: | 3:00pm | |
| Meeting Location: | Virtual Zoom Link:  Aida Bozulan is inviting you to a scheduled Zoom meeting.  Topic: BTT  Time: Sep 8, 2023 03:00 PM Eastern Time (US and Canada)  Join Zoom Meeting  <https://pace.zoom.us/j/96220222852>  Meeting ID:<https://pace.zoom.us/j/96220222852> 962 2022 2852  Password: 393640  One tap mobile  +16465588656,,96220222852# US (New York)  +13126266799,,96220222852# US (Chicago)  Dial by your location  +1 646 558 8656 US (New York)  +1 312 626 6799 US (Chicago)  Meeting ID: 962 2022 2852  Password: 393640  Find your local number: <https://pace.zoom.us/u/aeoq3DnibL> | |
| Meeting Type: | Full Group Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | TA: Wang, Wenjie | |

**MEETING AGENDA**

1. Introductions & Monthly Goal
   1. Monthly Goal: Data Understanding & Data Preparation. By the end of the month our data should be ready for Modeling
2. Confirm meeting times (Fridays @ 3pm)
3. Define the problem statement (Re-state what we are modeling)
4. Understanding Data
   1. What does the “Records” column mean?
5. Recommended platforms for our code

**MEETING NOTES**

| **Discussion Topic** | **Notes** |
| --- | --- |
| Specific Tasks and Roles | Team discussed the best strategy to approach the problem. Members decided what types of roles they would like to cover. We decided to stick to certain roles instead of rotating responsibilities. |
| Platforms to utilize | Slack channel, Notion to keep track, Google Collab to collaborate on code. |
| Challenge Advisor | How do we contact him? Meet/Contact 3A to see how their communication with Sanjay is going. |
|  |  |
|  |  |

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Decide which label we will predict: Company Type (Regression), Method (NLP), or both? |  | Sep 9, 2023 |
| Notion Accounts/Tutorial |  | Sep 9, 2023 |
| Create Google Collabs Document ready for code |  | Sep 9, 2023 |
|  |  |  |

# **Monthly Meeting #2: Team Meeting**

| **Meeting Date:** | Sep 15, 2023 | |
| --- | --- | --- |
| Meeting Time: | 3:00 pm | |
| Meeting Location: | Virtual | |
| Meeting Type: | Team Meeting | |
| Student Team Members: *(check box if in attendance)* | * Ashley Garcia Cervantes * Nusaiba Mahmud * Sakshi Gondkar * Aida Bozulan * Zaira Garcia * Chloe Nguyen | |
| Other Attendees:  *(e.g., Challenge Advisor, TA)* | TA | |

**MEETING AGENDA**

1. Progress
2. Timeline for goals
3. Input from Accenture 3A

| **Discussion Topic** | **Notes** |
| --- | --- |
| Progress so far | Visualization of current data is almost fully done. |
| Modeling | Next step is data modeling, to check if modeling is done. Data prep comes after, so that the model fits. Starting with NLP and moving on to regression |
| Data cleaning and prep | Comes after modeling. |
|  |  |

**MEETING NOTES**

**ACTION ITEMS**

| **Task/Assignment** | **Team Member** | **Deadline** |
| --- | --- | --- |
| Data Modeling (NLP) | Chloe, Sakshi | Sep 29, 2023 |
| Data Prep  (lowercase, years) | Zaira, Sakshi | Sep 22, 2023 |
| Data Modeling (Regression) | Chloe, Sakshi, Nusaiba | Sep 29, 2023 |
|  |  |  |