**Meeting Minutes – Captone Project – Stock Forecast**

**Location:** Zoom meeting

**Date:** October 23, 2023

**Time:** 12.30 pm to 1.30 pm

**Attendance:**

* Yew-Wei Lim
* Diana Ortiz
* Andrés Viloria

**Discussion:**

* The team discussed the issue concerning the MPE metric, which has been calculated incorrectly since the beginning of the research in the code. It was agreed that a discussion with Albert is necessary to decide whether all models need to be rerun with the corrected metric.
* The team will initiate a thorough review of data quality, starting with null values. The focus will be on understanding the reasons behind null values and addressing data quality concerns comprehensively.
* Team discussed the need to create a project plan outlining tasks, milestones, and deadlines for the end of November. Emphasis was placed on clear objectives and realistic timelines to ensure successful project completion.
* It was agreed upon that detailed documentation would be prepared to showcase the progress made in the project. This documentation will be essential for reporting to the next stages of the project.
* The team confirmed the scheduled meeting with Albert on Monday at 8 PM.



**Action Items:**

Project Plan Creation:

* Assign team members specific tasks for the creation of the project plan for the end of November.
* Set a deadline for the completion and review of the project plan.

Meeting with Albert:

* Prepare an agenda for the meeting with Albert, highlighting key project updates, the MPE metric issue, and areas requiring assistance.
* Ensure all relevant materials and data are organized for the discussion.

Documentation Preparation:

* Designate team members responsible for compiling progress reports and creating documentation for the next stages.
* Establish a template for progress reports, ensuring it includes key metrics, achievements, challenges, and action plans.

Data Quality Revision:

* Initiate a review of data quality, starting with null values.
* Document findings and propose solutions for addressing data quality concerns.