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

**Location:** Zoom meeting

**Date:** October 30, 2023

**Time:** 12.30 pm to 1.30 pm

**Attendance:**

* Yew-Wei Lim
* Diana Ortiz
* Andrés Viloria

**Discussion:**

* The milestones were revised to enhance clarity and understanding for the next phases of the project. Clear, achievable goals were emphasized.
  + September activities will be incorporated into the project milestones to maintain a comprehensive record of project progress.
* It was showed that the current work on the documentation of the project that provides clear and concise descriptions of the variables in the code, statistics, and further analysis for missing values.
* The completion status of the Exploratory Data Analysis (EDA) and further analysis was estimated to be between 50% and 60%.
* It was agreed to organize the codes and make them more detailed to ensure clarity and understanding for external readers.
* The team will utilize baseline models to tune hyperparameters, ensuring a solid foundation for further model development.
* Special attention will be given to tuning the XGBoost model. It was noted that two weeks might not be sufficient for this task, indicating the importance of allocating adequate time for optimal results. One week will be allocated for tuning other models.
  + While other models will be tuned, the tuning of the MLP model will be undertaken if time permits, making it an optional task.



**Action Items:**

* Complete the missing values analysis and explanations in the Jupiter notebook.
* Further organize and detail the EDA and further analysis sections.
* The team will do a report of conclusions on data quality and feature engineering, which will summarize the findings from the EDA and further analysis.
* A report summarizing the week's progress will be sent to Albert on Thursday or Friday each week to keep him informed about the ongoing developments.