**Matt*:***

*Main task*: Rewriting introduction and literature review.

*Detailed tasks*:

* ~~(Lit review) Add suggested sources from reviewer~~
  + ~~Kang Y, Cao W, Petropoulos F, et al. Forecast with forecasts: Diversity matters[J]. European Journal of Operational Research, 2022, 301(1): 180-190.~~
  + ~~Li L, Kang Y, Petropoulos F, et al. Feature-based intermittent demand forecast combinations: accuracy and inventory implications[J]. International Journal of Production Research, 2022: 1-16.~~
  + ~~Montero-Manso P, Athanasopoulos G, Hyndman R J, et al. FFORMA: Feature-based forecast model averaging[J]. International Journal of Forecasting, 2020, 36(1): 86-92.~~
* (Lit review) Add advantages and limitations of k-nTS+ compared to providing the forecaster with the original or degraded model weights
* ~~(Intro) Reposition the paper as proposing a machine learning based feature selection method paired with a swapping mechanism for privacy~~
* ~~(Intro) Reframe the contributions as outlined in the reviewer response document~~
* ~~Improve diagram of k-nts+ (reference below as example)~~ -->     We will include a detailed flowchart in the methods section. Remove the current figure 2.
* ~~(Intro) Include placeholder for comparison between series A (desirable) and series B (undesirable). Discuss what features appear to be important and how our method enables forecasters to consider a wide range of features.~~

**Jin:**

*Main Task:* big-O notation for complexity of k-nTS swapping and feature selection procedures.

Jin, I'd like to have a meeting to talk this through (mainly for my benefit so I can understand how it is done!). Are you available sometime next week 8/28 - 9/01?

Please complete these tasks by September 8th (9/08) and send the results to everyone for review.