

# Work Progress Documentation

## Before the first meeting:

**Project:** Development Team Project - Airbnb Business Analysis

Team Name: Machine Learning October 2024, Group 1

## Group Members:

- James Adam
- Ben Zapka
- Jaafar Komati
- Martyna Antas
- Khadijah Harding

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## Pre-Meeting Preparation:

**Date:** Prior to 28/10/2024

## Actions:

1. WhatsApp Group Creation: A WhatsApp group was created to facilitate team communication.
2. Google Drive Setup: A shared Google Drive folder was created for file storage and collaborative work.

**1st Meeting:**

**Date:** 28/10/2024

**Time:** 6:00 PM (UK Time)

**Platform:** Zoom Call

**Agenda:**

1. Establish team collaboration tools.
2. Finalize and sign the team contract.
3. Outline and organize the project's business questions.

**Discussion Points:**

- Team Contract Completion:
  - All members collaborated to define team goals, expectations, roles, procedures, and consequences.
  - The team contract was signed by all members, confirming:
    - Each member's participation in formulating team goals and responsibilities.
    - Agreement to abide by the contract terms.
  - The signed contract was submitted to the tutor.

- Business Questions Table:
  - A table was created to organize business questions, corresponding data sources, and the outline of the analytical approach.

**Next Steps:**

- All members to complete their input for the Business Questions table by 01/11/2024.

**2nd Meeting:**

**Date:** 05/11/2024

**Time:** 6:00 PM (UK Time)

**Platform:** Zoom Call

**Agenda:**

1. Review the completed Business Questions table.
2. Share initial analysis ideas and discuss focus areas.
3. Decide on primary business questions for analysis.

**Discussion Points:**

- Completion of Business Questions Table:
  - Each member presented their contributions to the table, providing thoughts and discussing analytical perspectives.
- Dataset Information:

- The dataset includes details on Airbnb listings such as price, minimum nights, location coordinates, reviews, neighborhood, and availability.
- Primary Analysis Focus:
  - Agreed to initially focus on analyzing relationships between:
    - Price and Minimum Nights
    - Price and Latitude/Longitude
    - Price and Reviews
    - Price and Neighborhoods and 365 Availability
- In the meeting, we highlighted the key issues identified by each member and decided to prioritize three out of the five business questions, ultimately selecting one question for further analysis

### **Next Steps:**

1. James: To provide a first draft addressing the selected business question.
2. Ben: To document the group's progress on the module's discussion forum.
3. All Members: To consider ways of breaking down the analysis into sub-tasks for even distribution.
4. Task Distribution: Aim to finalize task assignments by Saturday for the next phase of work.

### **Additional Whatsapp Communication:**

On November 1st the team agreed to start with answering the business question, i.e., an analysis of different dimensions that might influence the price of an AirBnB listing.

The tasks are separated as follows:

- James: Conduct an initial overarching EDA.
- Ben: Analyse the relationship between price and geographic location / neighbourhood both numerically and visually.
- Martyna: Analyse the relationship between price and listing name / description.
- Khadijah: Analyse the relationship between price and room type.
- Jaafar: Analyse the relationship between price and minimum nights.

An initial draft of the analysis is agreed to be done by November 12th/13th.

**Meeting – 22/11/2024**

**Meeting Platform:** Google Meet

**Time:** 5:00 PM UK Time

**Attendees:** All members

**Meeting Summary:**

- **Analysis Presentations:** Each member presented their individual analysis.
- **Comments and Recommendations:** The members provided their feedback and recommendations.
- **Essay Structure Agreement:** Members agreed on the essay structure: starting with

the EDA analysis, followed by each type of analysis, with required further analysis after each section.

**Action Items:**

- **Ben:** To email the tutor to confirm appendices requirements (whether to attach Python codes or submit separately).
- **Wednesday, 27/11/2024:** All members to submit their individual code and completed analyses.
- **Thursday, 28/11/2024:** James will draft the final combined report.
- **Friday, 29/11/2024:** Ben will consolidate all notebooks into one.
- **Saturday, 30/11/2024:** Final team review.
- **Sunday, 31/11/2024:** Final edit and submission.