**Project Meeting Minutes Template**

**Project Name: Emergency Shelter Daily Occupancy In AB**

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| **Date and Time** | **Location** | **Attendees** |
| **11/11/2024 – 2:30pm** | **Zekelman School of business** | **Janvi Amish Patel, Sandeep Sandeep , Ebenezer Ireoluwa Adewola, Aina Faith Kehinde,** |
| **17/11/2024 – 3pm** | **Online – Google meet** | **Janvi Amish Patel, Sandeep Sandeep, Ebenezer Ireoluwa Adewola, Aina Faith Kehinde,** |

**Agenda Items:**

1. Exploratory Data Analysis (EDA)

* To evaluate the daily shelter occupancy dataset's structure, patterns, and variability—including trends by shelter and location—an initial EDA was carried out.
* Weather and Shelter Occupancy EDA: Research topics were listed, and preliminary EDA was initiated to investigate possible relationships between shelter occupancy and weather.

1. Preliminary Dashboard for Emergency Shelter Occupancy Analysis Tool

* Key Metrics and Visualizations: Finalize what key metrics, including daily occupancy, the impact of weather conditions on that, and distribution of occupancy by shelter the dashboard will keep track of. From those key metrics definitions, determine which visualization type, line charts, histograms, scatter plots would best show each metric.
* Data Preparation and Cleaning: This involves cleaning and preparing the daily occupancy and weather datasets, thereby aligning all the data fields to the correct formats for analysis. Identify any gaps in the data or inconsistencies that need to be rectified before visualization.
* Data Visualizations: Finalize for the different visualizations for emergency daily occupancy and creating a dashboard. Our coordinator suggested some points and corrections to be made for the dashboard as discussed with her.

**Next Meeting date and time: 21/11/2024 - 2:30 p.m.**