**Meeting Minutes For Our Project   
Emergency Shelter Daily Occupancy in Alberta.**

**Meeting Minutes with Professor**

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| **Item** | **Details** |
| Date and Time | 23/01/2025, 9am |
| Location | Class 1001 |
| Attendees | Janvi, Faith, Sandeep, Ebenezer, Harman |
| Absent | None |
| Agenda | \* We discuss by Reviewing the updated dataset and performing a new Exploratory Data Analysis (EDA).  By Updating the project plan based on our project |
| Discussion Points | \* We were advised to refine our project plan, ensuring that it aligns with our research goals.  \*The team discussed strategies for effectively distributing tasks to ensure timely completion of each project phase. |
| Decisions Made | \* We Proceed with the updated EDA using the new dataset. |
| Actions Items | \* EDA will be prepared by Faith and Janvi  \* Charts will be prepared by Sandeep and Ebenezer |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 30/01/2025, 9am |
| Minutes Prepared By | Janvi and Faith |

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| **Item** | **Details** |
| Date and Time | 30/01/2025, 9am |
| Location | Class 1001 |
| Attendees | Faith, Sandeep, Ebenezer, Harman |
| Absent | Janvi |
| Agenda | \* Discussing the type of model to use in the project.  \* Understanding the application of Time Series Analysis and other machine learning models. |
| Discussion Points | \* We confirmed that we would be using Time Series Analysis and discussed its application to our project.  \* Other machine learning models were considered for comparison and validation. |
| Decisions Made | \* We Proceed with Time Series Analysis as the primary model. Also, explore additional machine learning models for validation. |
| Actions Items | \* Task was given to each member to do research on Time Series Analysis more to know how to implement in our project. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 04/02/2025, 12pm |
| Minutes Prepared By | Janvi and Faith |

**Meeting Minutes with Team**

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| **Item** | **Details** |
| Date and Time | 24/01/2025, 12pm |
| Location | Microsoft Teams |
| Attendees | Janvi, Faith, Sandeep, Ebenezer, Harman |
| Absent | None |
| Agenda | \* We discuss to do EDA by diving task to each member |
| Discussion Points | \* Each member took responsibility for different task and ensuring comprehensive data insights.  \* The team collectively reviewed and modified the project plan. |
| Decisions Made | \* Faith and Janvi will finalize the updated EDA and share insights with the team.  Sandeep and Ebenezer will complete the visualizations based on the EDA. |
| Actions Items | \* Faith and Janvi will complete the revised exploratory data analysis and highlight key findings.  \* Sandeep and Ebenezer will generate relevant charts and graphs to support data insights. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 31/01/2025, 12pm |
| Minutes Prepared By | Janvi and Faith |

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| **Item** | **Details** |
| Date and Time | 31/01/2025, 12pm |
| Location | Microsoft Team |
| Attendees | Janvi, Faith, Sandeep, Ebenezer, Harman |
| Absent | None |
| Agenda | \* Each member shares their findings on Time Series Analysis and its implementation.  \* Confirm Time Series Analysis as the primary model.  \* Discuss additional machine learning models for validation and comparison. |
| Discussion Points | \* We discussed when we can use different machine learning models that could be used for validation and comparison.  \*We discuss to identify potential challenges in applying Time Series Analysis and possible solutions. |
| Decisions Made | \* The team will focus on understanding the data trends before finalizing model parameters.  \* We finalized by using Time Series Analysis as the primary model used for our project. |
| Actions Items | \* All Members: Finalize research on Time Series Analysis and start practical exploration.  \* Discuss findings and resolve any challenges in the next meeting. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 07/02/2025, 12pm |
| Minutes Prepared By | Janvi and Faith |