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

**Meeting Minutes with Professor**

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| **Item** | **Details** |
| Date and Time | 27/02/2025, 9am |
| Location | Class 1001 |
| Attendees | Faith, Ebenezer, |
| Absent | Janvi, Sandeep, Harman |
| Agenda | \* We discuss by Reviewing the Time Series Analysis implementation on our project using Exploratory Data Analysis. |
| Discussion Points | \* We were advised to improve the implementation on modeling using ARIMA, SARIMA OR XGBOOST.  \*The team discussed strategies for modeling and distributing tasks to ensure timely completion of each project phase. |
| Decisions Made | \* We proceed with the modeling with implementing different time series such as ARIMA, SARIMA and XGBOOST. |
| Actions Items | \* All the team members were given task to work on time series using different model and then put together to decide which one is the best. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 06/03/2025, 9am |
| Minutes Prepared By | Janvi |

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| **Item** | **Details** |
| Date and Time | 06/03/2025, 9am |
| Location | Class 1001 |
| Attendees | Faith, Janvi, Ebenezer |
| Absent | Sandeep, Harman |
| Agenda | \* We discuss by Reviewing the Time Series Analysis using different models such as ARIMA, SARIMA and XGBOOST which we had implemented.  \* We discussed our interim report |
| Discussion Points | \* We were advised to improve our interim report and add modeling to the report.  \* We were also advised to use different modeling for the comparison. |
| Decisions Made | \* We proceed with improving the interim report.  \* We also proceed to use different modeling so that we can compare it |
| Actions Items | \* Task was given to each member to work on different modeling |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 20/03/2025, 9am |
| Minutes Prepared By | Janvi |

**Meeting Minutes with Team**

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| **Item** | **Details** |
| Date and Time | 02/03/2025, 12pm |
| Location | Google Meet |
| Attendees | Janvi, Faith, Sandeep, Ebenezer |
| Absent | Harman |
| Agenda | \* We discuss to do Time Series Analysis using different models and each member were given this task to do.  \* Each team member presents their implementation (ARIMA, SARIMA, XGBoost). |
| Discussion Points | \* Each member shares their progress on ARIMA, SARIMA, and XGBoost. Challenges faced during model implementation.  \*What are the ways to improve model performance (e.g., hyperparameter tuning, feature engineering). |
| Decisions Made | \* The team will analyze results and decide whether to use a single best-performing model or a combination of models.  \* The selected model will be finalized and integrated into the project for further validation. |
| Actions Items | \* Compile results of different models into a structured format for discussion.  \* Each team member completes their assigned Time Series model (ARIMA, SARIMA, XGBoost) to compare performance. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 31/01/2025, 12pm |
| Minutes Prepared By | Janvi |

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| **Item** | **Details** |
| Date and Time | 09/03/2025, 12pm |
| Location | Google Meet |
| Attendees | Janvi, Faith, Sandeep, Ebenezer, Harman |
| Absent | None |
| Agenda | \* Discussion on the implementation of ARIMA, SARIMA, and XGBoost models.  \* Review and feedback on the interim report and identifying improvements and required modifications. |
| Discussion Points | \* The team received feedback to enhance the report by adding more details on modeling.  \* Advised to explore additional modeling techniques for a comprehensive comparison. |
| Decisions Made | \* Define key sections to improve clarity and ensure all necessary modeling aspects are included.  \* Each team member will explore different models for comparison. |
| Actions Items | \* Each member is assigned to work on different modeling approaches for evaluation. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 16/03/2025, 12pm |
| Minutes Prepared By | Janvi |