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

**Meeting Minutes with Professor**

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| **Item** | **Details** |
| Date and Time | 20/03/2025, 9am |
| Location | Class 1001 |
| Attendees | Faith, Ebenezer, Sandeep, Harman |
| Absent | Janvi |
| Agenda | \* Review of Presentation Feedback  \* Improvements for Final Presentation |
| Discussion Points | \* The professor mentioned that the PowerPoint presentation was not well-prepared.  \* He specifically did not like the use of a black background in the slides.  \*The presentation lacked key model evaluation metrics such as Mean Squared Error (MSE) and R-squared values. |
| Decisions Made | \*The missing model performance metrics (MSE, R-squared**)** will be included in the next presentation. \* The team agreed to revise the PowerPoint design with a more suitable background. |
| Actions Items | All team members review and rehearse the revised presentation before the next meeting. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 27/03/2025, 9am |
| Minutes Prepared By | Sandeep, Faith |

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| **Item** | **Details** |
| Date and Time | 18/03/2025, 5pm |
| Location | Google Meet |
| Attendees | Faith, Ebenezer, Sandeep, Harman, Janvi |
| Absent | None |
| Agenda | \* We discuss on Model Selection and Comparison  \* We talk about Review of Previous Attempts with XGBoost |
| Discussion Points | \* We were advised to improve our interim report and add modeling to the report in our final presentation  \* We were also advised to use different modeling for the comparison. |
| Decisions Made | \* We also considered different models and discussed the performance of each, focusing on improving accuracy and efficiency.  \* The team agreed to continue testing different models with the HTTP Post requests to find the best fit. |
| Actions Items | \*Janvi & Faith Research other potential models that can be tested with ARIMA, SARIMA |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 26/03/2025, 7pm |
| Minutes Prepared By | Sandeep, Faith |

Meeting Minute with group

**Meeting Minutes with professor**

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| **Item** | **Details** |
| Date and Time | 27/03/2025, 9am |
| Location | Class 1001 |
| Attendees | Faith, Ebenezer |
| Absent | Harman, Sandeep, Janvi |
| Agenda | \* Discussion about the Preparation for 5minute YouTube Video \* Review of EDA and Model Comparison |
| Discussion Points | \* The team showed the professor our completed Modeland explained that we have already compared it with another model  \* The professor advised us to prepare a 5-minute YouTubevideo showcasing our project. |
| Decisions made | \* The next presentation will be structured to focus on clarity and emphasizing key results. |
| Actions Items | \* The team agreed to finalize the 5-minute YouTube video and focus on summarizing key aspects of the project. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 03/04/2025, 9am |
| Minutes Prepared By | Faith |

Meeting Minute with group

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| **Item** | **Details** |
| Date and Time | 26/03/2025, 7pm |
| Location | Google Meet |
| Attendees | Janvi, Faith, Sandeep, Ebenezer, Harman |
| Absent | None |
| Agenda | \* Review of Model and Comparison  \* Preparation for Professor Meeting |
| Discussion Points | \*Janvi and Faith completed the model and performed the comparison.  \*The team shared the model results and comparison for everyone to review. |
| Decisions Made | \*The team decided that the model and its comparison are ready for presentation to the professor.  \* We agreed to finalize the details of the model before presenting it to the professor. |
| Actions Items | Janvi & Faith – Finalize the model and comparison, ensuring everything is ready for the professor. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 1/04/2025, 12pm |
| Minutes Prepared By | Faith |