Meeting Minutes (GROUP 9)

Discussion with the Coordinator:

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| Item | Details |
| Date and Time | 04/02/25 at 2pm |
| Location | R1012 Zekelman building |
| Attendees | Faith, Janvi, Sandeep, Ebenezer, Harman and Professor Manjari |
| Absent | NA |
| Agenda | Capstone discussion with coordinator:   * We review the progress of the project with coordinator * We discussed the future work with coordinator about what series we are you using for our model * We finalized team interview date for the mid term |
| Discussion Points | * We discussion on which time series models (ARIMA, SARIMA,) will be used for forecasting. |
| Decisions Made | * We discuss on using ARIMA, SARIMA, LSTM models for forecasting total emergency shelter occupancy. |
| Actions Items | * Prepare for the team interview, including any required documents or presentations. |
| Any concerns (if any) | None |

1st Team Discussion:

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| Item | Details |
| Date and Time | 13/02/25 at 12pm – 1:30 |
| Location | Zekelman lobby |
| Attendees | Faith, Janvi, Sandeep, Harman, Ebenezer |
| Absent | None |
| Agenda | Discussion on the chosen time series models (ARIMA, SARIMA, LSTM,) for forecasting emergency shelter daily occupancy in Alberta. |
| Discussion Points | * The group leader decided that everyone should work on implementing the models so each team member can have a clear understanding of how they can be used. |
| Decisions Made | Model Implementation:   * ARIMA, SARIMA, LSTM, and Prophet will be used for forecasting emergency shelter daily occupancy in Alberta. * We have asked Ebenezer to make the next meeting minutes. |
| Actions Items | * Faith and Faith are working on preprocessing time series data, including stop word removal and applying their own approaches to better understand the data for forecasting emergency shelter daily occupancy using models like ARIMA, SARIMA, LSTM, and Prophet * We have asked Ebenezer to make the next meeting minutes. |
| Any concerns (if any) | None |
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2nd Team Discussion:

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| Item | Details |
| Date and Time | 17/02/25 2:30pm |
| Location | Online – Teams meeting. |
| Attendees | Janvi, Faith, Sandeep, Harman |
| Absent | Ebenezer |
| Agenda | Discussed the current state of the project and decided to work on individual approach for better perspectives on the model |
| Discussion Points | * Discuss the progress in implementing ARIMA, SARIMA, LSTM, * Discuss any challenges or questions about choosing the best model for forecasting and ways to improve model accuracy. * Share initial findings from the implementation of these models on the emergency shelter daily occupancy data. |
| Decisions Made | All members of the team decided to work individually to get different approaches to explore the hidden context. |
| Actions Items | Each team member will document their observations on the models' performance and the challenges encountered while using each model for forecasting. |
| Any concerns (if any) | N/A |
| Next Meeting Date and Time | 26/02/25 online 8pm |
| Minutes Prepared By | Aina Faith Kehinde |