**Meeting Minutes on our project  
Emergency Shelter Daily Occupancy in Alberta.**

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| **Item** | **Details** |
| Date and Time | 16/01/2025, 9am |
| Location | Class 1001 |
| Attendees | Janvi, Faith, Sandeep |
| Absent | Harman, Ebenezer |
| Agenda | \* We discuss to be continuing the project with the same topic and dataset.  \* To update the dataset to include data till December 2024. |
| Discussion Points | \* The professor approved continuing with the same topic and dataset for the project.  \* Agreed to update the dataset to December 2024. |
| Decisions Made | \* Move forward with the existing topic and dataset.  \* Work collaboratively to update the data as required. |
| Actions Items | \* Ensure dataset update to December 2024.  \* Prepare for the next discussion. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 23/01/2025, 9am |
| Minutes Prepared By | Faith |

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| **Item** | **Details** |
| Date and Time | 16/01/2025, 11:30 |
| Location | School |
| Attendees | Janvi, Faith, Sandeep |
| Absent | Harman, Ebenezer |
| Agenda | \* We discuss project improvement strategies as a group.  \* We discuss on our weekly attendance in class and meetings with the professor. |
| Discussion Points | \* We decided to attend all classes and be available for meetings with the professor.  \* We discussed working on dataset updates to ensure accuracy. |
| Decisions Made | \* All members agreed to be present in class and meetings.  \* We talk about collaboratively update the dataset with new data. |
| Actions Items | \* Regularly meet to discuss progress.  \* To always update the dataset promptly. |
| Any concerns (if any) | None currently. |
| Next Meeting Date and Time | 22/01/2025, 12pm |
| Minutes Prepared By | Faith |