**Project Meeting Minutes Template**

**Project Name: Emergency Shelter Daily Occupancy In AB**

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| **Date and Time** | **Location** | **Attendees** |
| **21/11/2024 – 2:30pm** | **Zekelman School of business** | **Janvi Amish Patel, Sandeep Sandeep , Ebenezer Ireoluwa Adewola, Aina Faith Kehinde,** |
| **25/11/2024 – 3pm** | **Online – Google meet** | **Janvi Amish Patel, Sandeep Sandeep, Ebenezer Ireoluwa Adewola, Aina Faith Kehinde,** |

**Agenda Items:**

**Data and Research Exploration:** The team identified datasets and research articles together, focusing on emergency shelter occupancy and the impacts of weather. Each contributed different resources to enable a diverse viewpoint. Discussions have outlined the selection of datasets and articles that best align with project objectives.

**EDA Insights:** Initial EDA, which explored the daily shelter occupancy, showed variability in each shelter and location. Some potential weather correlations might exist in occupancy patterns, which need further study. Such observations helped formulate very specific research questions.

**Weather Variables Assessment:** Several key characteristics of the weather dataset were examined to identify variables most pertinent to shelter occupancy. This assessment provided an advanced understanding of how weather variables impact daily trends. Further analysis will be conducted to finalize this assessment.

**Dashboard Development:** The key metrics that would be tracked on the dashboard were identified. These included daily occupancy trends and effects of weather. Suitable visualizations such as line charts and scatter plots were chosen. Cleaned data was prepared, and its veracity and consistency for analysis were ensured.

**Next Steps:** EDA is continuously refined, building on the dashboard, and harmonizing datasets with a view to putting together an integrated analysis that will yield actionable insights and keep research and development of tools on par with project goals.