Minutes - Meeting #03

Date	March 26th, 2021(Friday)
Time	03:00 PM
Location	Zoom Meeting
Attendees	Vignesh, Meghna, Chen, Xinyu, Chunhua, Marika, jessie and Priya.
Apologies	None

Agenda and Notes

Item	Notes	Actions	Due	People
1)	Introduction	There was a short introduction between team and clients.	-	all
2)	Getting to know project expectations	1) Scrap data from air tasker 2) Compare with ESV data 3) Clean the data (i.e., drop the unwanted attributes) 4) Merge air tasker and ESV data 5) Create a model 6) Create a dashboard for visualisation (preferably tableau) 7) Report	-	all
3)	Model, tool and techniques to be used	Any technique can be used to generate the output	-	all
4)	Focus only on scrapping electrical data of Victoria	Based on demographics, licensee number, suburb, number of tasks completed etc….	-	all
5)	Find papers	Find papers pertain to air tasker, how to scrap data from website (best methods to do them)	30/03/2021	All
6)	Create GitHub repository	Share with client and team members	04/04/2021	vignesh
7)	Create a project plan	Create a detail plan and share it with client	ASAP	All
8)	Request client	Request client for dataset and sign the confidentiality agreements if any	Next week	vignesh
9)	Do research	Find best methods, tools to use	Continuous process	All

Next Meeting

Date	March 30th, 2021(Tuesday)
Time	2:20 pm- 3:05 pm
Location	Zoom