Group F MEETING MINUTES

Meeting/Project Name:	Spark	
Date of Meeting:	31/03/2022	Time: 6-7 PM
Minute Taker	Ella	Location: Collaborate

2. Attendees

Name	Role
Justin	Data Scientist
Jessica	Data Engineer & Visualisation
Ella	Data Consultant
Assad (apologies)	ML Consultant
Lany	Project Manager

3. Meeting Agenda

Topic	Owner
1. Question about presentation, should we mention the models? 2. Do we need to show video and dress professionally? 3. Color schemes in the images, we have Tableau, R, Python, is it okay if we have different color schemes as this is how we have worked collaboratively? 4. Codes/Model – do we submit this in GitHub or send through email? 5. Do we package all codes in .zip? 6. Clarification of video presentation limit – 15 mins per team, 3mins per person.	Team F

4. Actions / Discussions

Topic	Owner
1. Question about presentation, should we mention the models? Can mention but it's a matter of how. Consider time and audience. 3 models is a lot, consider dropping the least performing one in the presentation (not report). CEO's don't care to listen to numbers that they don't understand. Consider what its important given research question. Present motivation/research questions > results: your model versus others. RMSE may not be a convincing metric in a presentation, consider a graph (7 day timeseries with all model predictions/actual) as it will show more clearly. Would like to see your model performing on a regular day when AEMO did well, then compare to AEMO's bad day (7 aug or whatever) and show model doing better. Just: 24hrs prior to the 7th and then show 7th.	
2. Do we need to show video and dress professionally? Don't have to dress professionally, idea is for this to be part of your portfolio for job applications. Don't have to show headshots, but it's better as more engaging and this is one of the marking criteria. May not necessarily loose marks, but remember its peer marked so this could help. Timing is very important – whether managing effectively and not going over/rushing through content.	
3. Color schemes in the images, we have Tableau, R, Python, is it okay if we have different color schemes as this is how we have worked collaboratively? Usually better, more professional, easier to read and follow. Won't necessarily loose mark but its better	
4. Codes/Model – do we submit this in GitHub or send through email? Put it on git, this is submission point	
5. Do we package all codes in .zip?	

6. Clarification of video presentation limit – 15 mins per team, 3mins per person. Up to you how you divide presentation, but try to give everyone roughly equal time.	

4. Risks

Topic	Owner
Time available for drafting/writing the report as well as creating video presentation	Group F

5. Next Meeting

Date: (MM/DD/YYYY)	03/04/2022	**Time:**	9-10 PM	**Location:**	MS Teams
Objective:	Weekly Meeting				