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| Meeting agenda | |
| admin meeting | |
| Date: | 22 Mar 24 |
| Time: | 1900 AEDT |
| Meeting called to order by: | Group E |

# In attendance

Chuang, Keith; Gandhi, Rupesh, Melbin, Joseph; Tian, Wei; Tong Chiu, Yiu

# Action items

The following items are to be discussed during this proposed meeting:

* Introductions
  + Suggestion from Wei Tan was to focus on what is achievable for the research topic. Outcome of the project is to be provide value add to the customer. It is difficult to provide better accuracy to the benchmark model, as additional variables and influencers are reduced for the current data set.
  + As this is a consultative course, it is quite difficult to fail in the subject. It would also be a challenge to receive significantly high marks in the course.
  + Group weighting has been disbanded from this year onwards. All project members will receive same marks.
* Area/question of research “predictive model for NSW on 24 hour forecast ahead, potentially on 30 minute intervals, focusing on statical models i.e. regression”
  + General feedback from Wei Tan, about the research project was that this is a safe topic.
  + Importance and grading will be taking due consideration to the justification of the topic.
  + It is advised to develop a metric to predict the accuracy of the forecast, as it is difficult to out-perform the benchmark data.
  + **Question to the group** – Choose a research topic to provide value add to the customer.
  + AEMO website can provide details about which models they are using? It should be a good sampling comparison. Potentially find some special scenarios where the group can focus on to bring some improvement.
  + The group can use external data source – time permitting.
* What is the scope of the literature review that needs to be completed for the final report (e.g. number of references)
  + 20 to 30 references, of which 5 references should be read in details, the other 5 can be referenced.
  + Literature to be included at the beginning of the project. Project report should be technical with justification on technical elements, EDA, model development.
  + The presentation is to be prepared for non-technical customer with business justification.
* How many pages should be dedicated to the literature review
  + Roughly a third or lower of the 30 to 35 pages should be dedicated to literature review and justification.
* Intention is to divide the team into two sections to progress literature review and EDA at the same. The following are the intended areas of focus, is this reasonable:
  + The consultation forums are more informal. In case there are specific questions, project team can email to the lecturers to clear the doubt.
  + Week 2 and Week 3, literature review and EDA can be done in the same consultation forums.
  + By week 2, the project team should conclude their research question. Some validity to the research question, should be a good outcome tor the week 3 consultation.
  + Week 4 – shall be focussed on modelling.
  + By the end of week 3, research question is validated. In case of any changes beyond week 3, the lecturers can advise on the best adjacent topics to the original research question considered. This will ensure work done until week 3 is used.
  + Literature Review (Davis, Rupesh)
    - Industry Context
    - General overview models
    - Review the methodology of research, what packages utilized what platforms are utilized
    - How they do transformation of variables (Keith, Joe)
    - Model validation
    - Handling of outliers
    - Domain knowledge
  + EDA Development
    - Variables of interest, narrow down the list of variables we’re going to integrate into the model
    - Data sources
    - Commence EDA
* Teaching staff are expecting to see EDA in week 3, what is the scope of this? Is it to be completed or ongoing?
* Final report format/generation
  + Interest in data patterns and identification of uniqueness
  + Start writing the final report, do not wait until the last two weeks