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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
* 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”
* What is the scope of the literature review that needs to be completed for the final report (e.g. number of references)
* How many pages should be dedicated to the literature review
* 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:
  + 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