Minutes Template

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| Subject: | MAST90106 |
| Group name/ identifier | Group 22 |
| Meeting Location, Date & Time | ZOOM, 21/4/2021, 11.00-14.30 (Melbourne Time) |
| Group members present | Supervisor: Ziad A. Bkhetan (12.00 – 12.30)  Team Member: Andrew Stringer (13.50-14.30), Wei Li, Xin Wei, Chao Jia |
| Apologies |  |

# Actions from previous meetings

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| **Task** | **Who is responsible** | **Deadline** |
| Model Selection - Machine Learning | Wei Li & Chao Jia |  |
| Model Selection - Linear Regression | Andrew Stringer |  |
| Industry Review - Agriculture | Xin Wei |  |
| Industry Review - Energy | Andrew Stringer |  |
| Industry Review - Tourism | Chao Jia |  |

# Items discussed and decisions made

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| **Item** | **Decision (if applicable)** |
| What is the real Question? (Relationship or Prediction) | Confirm with the client on 22/4 Meeting |
| If Prediction: | * The figure and index which can be quantified. * Climate (bushfire, earthquake, temperature etc) * Industry (find companies based on geo information, use share price, earning per share, profit instead of industry index)   Method: time series (tradition but efficient) |
| If relationship: | Suggested by Ziad   * Collect data (history and current) * Get more details and information about companies and industries * Pick one or more * Do correlation assessment to see if there is correlation * Conclusion is based on data and scientific approach not knowledge and previous experience   Next step preparation   * Find some solutions and methodologies (no need to specify the relationship) * See how other people approach a relation   Some hints, tips or examples:   * Impacts of corporate performance * Assume they influence each other * Use data to show the association * How to interpret the findings * How strong the relationship is |
| Due data | Start to do the report and presentation on 13/5 (3 weeks left) |

# Agreed actions from this meeting

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| **Task** | **Who is responsible** | **Deadline** |
| Confirm the details about the question with the client   * Relationship or Prediction * Explain the 3rd paragraph in brief * Focus on long term or short term * Is there any industry preference? * Methodology measurement | All members | 22/4 |

# Next meeting

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| Location | ZOOM |
| Date & Time | 22/4/2021, 14.00 (Melbourne Time) |
| Goals |  |