Week1 28/10/2024 (Monday)

<u>Chair</u>: Murty Kanuri

<u>Attendees</u>:

- Murty Kanuri
- Ahmed Husain
- Khol Dang (Danty)
- Maria Ingold

<u>Notetaker</u>: Maria Ingold

Status on Previous Actions

Who	Action	Status
Murty	Set up kick-off	• Done for 2:30PM UK time Monday 28 October.
Murty	Set up Trello	• Done • https://trello.com/b/4O54VZRK/development-team-project
Murty, Ahmed, Danty, Maria	Attend kick-off.	• All attended

Actions Taken in Meeting

Who	Action
Murty, Ahmed, Danty, Maria	• Introductions • **Murty** – MSc AI. 3rd module. Has done Intro to AI, Numerical Analysis. An experienced project manager. He will project manage and chair meetings. • **Ahmed** – Background in math. This is his 5th module. OK at analysis and essays. • **Khol Dang** – Lives in Vietnam. 26 years old. Doing a Masters in Data Science. Call him Danty. • **Maria Ingold** – MSc AI. 6th module. CTO. Some project management. Enjoys writing. Has done UoEO team project before in Intelligent Agents.

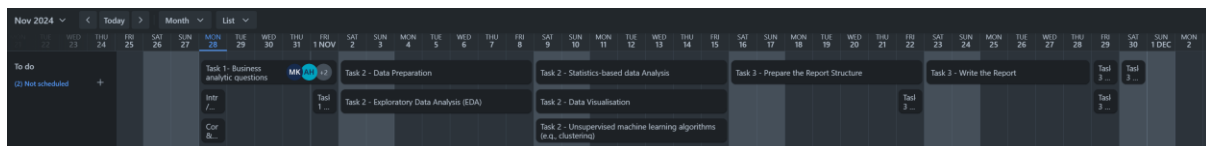| Murty, Ahmed, Danty, Maria	• Agreed Fridays for meetings. 2:30 is a good time, but can flex a little. • Agreed use of WhatsApp
Murty, Maria	• Maria shared contract example from previous class • Murty to update in next two hours

Actions Next Steps

Who	Action	Status
Murty	• Send weekly meeting	
Murty, Ahmed, Khol, Maria	• All to sign contract by end of 28 October by 6pm UK time. • Murty to email it to Liz by end of 28 October liz.coulter-smith@kaplan.com	

Plan
https://trello.com/b/4O54VZRK/development-team-project

Timeline

Board

Development Team Project ☆ 👥 Workspace visible | 〰️ Board | ⊞ Table | 📅 Calendar | ⏱️ Timeline ⌄

To do ⇥ ⋯

Introduction / Kickoff meeting
🕐 28 Oct ≡ 💬 1
MK AH DD

Communications & Weekly meeting
📎 2 👁 🕐 28 Oct ≡
MK AH DD

Key Links
📎 1 ≡ MK AH DD

Assign tasks to each team member

Task 1- Business analytic questions
📎 1 👁 🕐 28 Oct - 1 Nov ≡
MK AH DD

Task 1 - Finalize the Business analytic question.
👁 🕐 1 Nov - 1 Nov ≡
MK AH DD

Task 2 - Data Preparation
🕐 2 Nov - 8 Nov

Task 2 - Exploratory Data Analysis (EDA)
🕐 2 Nov - 8 Nov

Task 2 - Statistics-based data Analysis
🕐 9 Nov - 15 Nov

Task 2 - Data Visualisation
🕐 9 Nov - 15 Nov

Task 2 - Unsupervised machine learning algorithms (e.g., clustering)
🕐 9 Nov - 15 Nov

Task 3 - Prepare the Report Structure
🕐 16 Nov - 22 Nov ≡

Task 3 - Agree the Report Structure
📎 1 👁 🕐 22 Nov
MK AH DD

Task 3 - Write the Report
🕐 23 Nov - 28 Nov

Task 3 - Peer Review of the Report
📎 1 👁 🕐 29 Nov
MK AH DD

Task 3 - Update Report based on feedback
🕐 29 Nov

Task 3 - Submit the Report
📎 1 👁 🕐 30 Nov
MK AH DD

+ Add a card

Doing ⇥ ⋯
+ Add a card

Done ⇥ ⋯
+ Add a card

+ Add another list

Week1 08/11/2024 (Friday)

Chair: Murthy Kanuri

Attendees:

- Murthy Kanuri
- Ahmed Husain
- Khol Dang (Danty)
- Maria Ingold

Notetaker: Murthy Kanuri (addition by Maria)

Status on Previous Actions

Who	Action	Status
Maria	- Set up shared Google Colab Notebook and GitHub - https://github.com/mariaingold/AirbnbNYC/blob/main/AirbnbNYC.ipynb - https://docs.google.com/document/d/1BLve113CysSAEgXlFyZuzi-xnLzONHVK/edit?usp=sharing&ouid=116291788979662134698&rtpof=true&sd=true	Done
Ahmed & Danty	- To perform Exploratory Data Analysis (EDA) using the dataset and share the results with the team. - https://colab.research.google.co	Done

	○ [m/drive/1_LIY6K DxmXF_JoZjosz Ck5M8mJx1Ojql ?usp=sharing](https://drive.google.com/drive/1_LIY6KDxmXF_JoZjoszCk5M8mJx1Ojql?usp=sharing) ○ [https://drive.goo gle.com/file/d/1I edEbO9C5ykely JkOVnF3v3XcC UEyqC7/view?u sp=sharing](https://drive.google.com/file/d/1IedEbO9C5ykelyJkOVnF3v3XcCUEyqC7/view?usp=sharing)		
Murthy, Ahmed, Danty	● Share Github accounts with Maria ● Murthy validated the process and working fine	Done	

Actions Taken in the Meeting

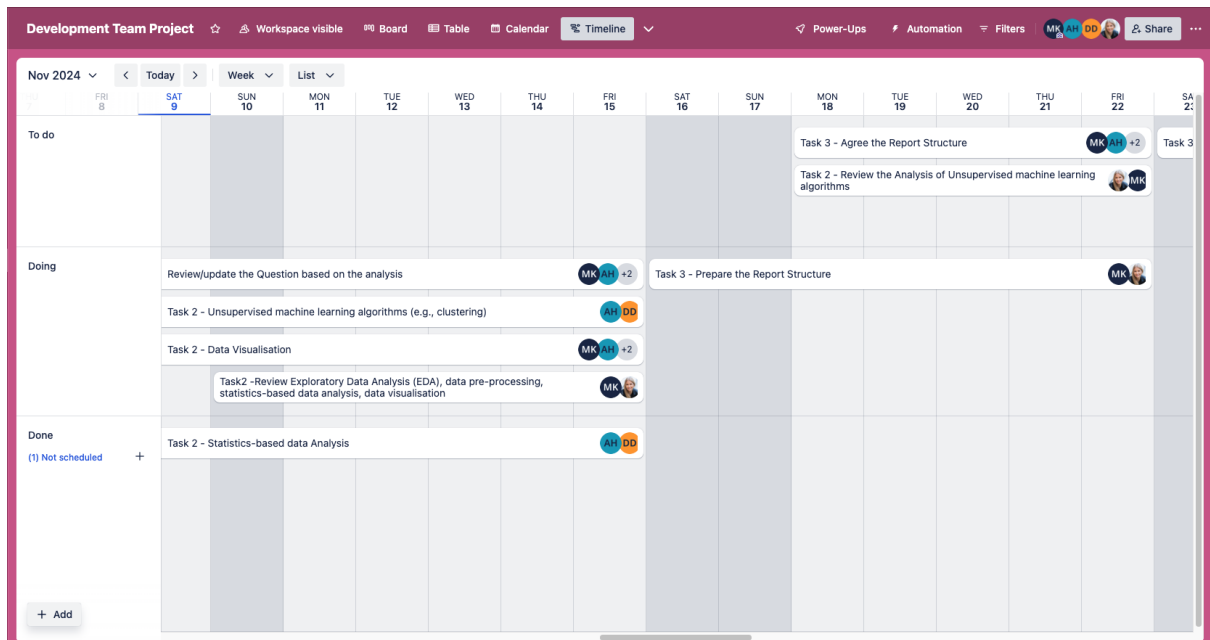| Who	Action
Murthy, Ahmed, Danty, Maria	● The team has agreed to update the business analytic question based on the exploratory data analysis (EDA) feedback and the insights from the unsupervised machine learning algorithm findings. This update is scheduled to be completed by the end of next week. ● Additionally, the team will collaborate on this work through GitHub to ensure efficient tracking and version control. ● The team has agreed that the project is progressing and expected to be completed on schedule. The analysis phase will conclude by the third week of November, with report generation slated for the fourth week.

Actions Next Steps

Who	Action	Status
Maria	● Merge Ahmed and Dante's code (providing an	

	independent perspective and credits) into main GitHub code. From then on, changes will be made via GitHub, whether through Google Colab or Jupyter Notebook.	
Maria & Murthy	● Review Exploratory Data Analysis (EDA), data pre-processing, statistics-based data analysis, data visualisation.	
Maria	● Share the report format with Murthy	
Ahmed & Danta	● Using the Unsupervised machine-learning algorithms for the business analytic question	
Ahmed & danta	● Maria will send a GitHub invite to Ahmed and Danty. ● Danty and Ahmed will explore using Google Colab and attempt to push code to GitHub.	

Plan
https://trello.com/b/4O54VZRK/development-team-project

Timeline

Board

Development Team Project ☆   ⚌ Workspace visible | ᴼ⁰⁰ Board | ▦ Table   📅 Calendar   🗎 Timeline

To do ⇥⇤ ⋯

Key Links
🕐 Nov 29   ≡   MK AH 👤 DD

Task 3 - Agree the Report Structure
👁 🕐 Nov 22   MK AH 👤 DD

Task 3 - Write the Report
👁 🕐 Nov 23 - Nov 28   MK 👤

Task 3 - Peer Review of the Report
👁 🕐 Nov 29   MK AH 👤 DD

Task 3 - Update Report based on feedback
👁 🕐 Nov 29   👤 MK

Task 2 - Review the Analysis of Unsupervised machine learning algorithms
🕐 Nov 22   👤 MK

Task 3 - Submit the Report
👁 🕐 Nov 30   MK AH 👤 DD

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Doing ⇥⇤ ⋯

Task 2 - Unsupervised machine learning algorithms (e.g., clustering)
🕐 Nov 9 - Nov 15   AH DD

Task 3 - Prepare the Report Structure
🕐 Nov 16 - Nov 22   ≡   MK 👤

Task 2 - Data Visualisation
🕐 Nov 9 - Nov 15   💬 1
MK AH DD 👤

Task2 -Review Exploratory Data Analysis (EDA), data pre-processing, statistics-based data analysis, data visualisation
🕐 Nov 15   MK 👤

Review/update the Question based on the analysis
🕐 Nov 1 - Nov 15   MK AH DD 👤

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Done ⇥⇤ ⋯

Introduction / Kickoff meeting
🗹 2   🕐 Oct 28   ≡   💬 1
MK AH 👤 DD

Task 2 - Data Preparation & Familiarity with Google Colab
🗹 1   ☐ Nov 2 - Nov 8
MK AH DD 👤

Communications & Weekly meeting
🕐 Oct 28   ≡   MK AH 👤 DD

Assign tasks to each team member
👁   MK

Task 2 - Exploratory Data Analysis (EDA)
🕐 Nov 2 - Nov 8   AH DD

Task 1 - Finalize the Business analytic question.
👁 🕐 Nov 1 - Nov 1   ≡   💬 1
MK AH 👤 DD

Task 1- Business analytic questions
👁 🕐 Oct 28 - Nov 1   ≡   💬 6

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Week1 15/11/2024 (Friday)

Chair: Murthy Kanuri

Attendees:

- Murthy Kanuri
- Ahmed Husain
- Khol Dang (Danty)
- Maria Ingold

Notetaker: Murthy Kanuri

Status on Previous Actions

Who	Action	Status
Maria	- Maria has successfully merged the code, incorporating even Danty's contributions, ensuring a unified codebase. - Additionally, she has reviewed the EDA (Exploratory Data Analysis) and provided comments for the team to address. - Report structure shared with Murthy.	Done
Ahmed	Ahmed has done analysis using Unsupervised learning algorithms (Clustering)	Done
Murthy	Reviewing the report structure & content	In Progress

Actions Taken in the Meeting

Who	Action
Murthy, Ahmed, Danty, Maria	**Review of Maria's EDA Feedback:** ● The team will carefully review Maria's comments on the EDA analysis and make the necessary updates to align with her recommendations. **Collaboration via GitHub:** ● All updates and revisions will be tracked and managed through GitHub to ensure efficient collaboration and version control. **Midweek Meeting Scheduled (Tuesday):** ● The team will reconvene on Tuesday to: ○ Review the EDA analysis progress. ○ Discuss unsupervised machine learning algorithms (e.g., clustering) if time permits. If clustering is not covered, it will be reviewed in the Friday meeting. **Recommended book for team to read** ● Maria has recommended **Ayodele Oluleye's "Exploratory Data Analysis with Python Cookbook"** as a valuable resource for enhancing the team's understanding and application of EDA techniques. **Critical Milestones:** ● The upcoming week is crucial for completing the analysis and updating the GitHub repository. ● The team will shift focus to report preparation activities in the 4th week.

Actions Next Steps

Who	Action	Status

Murthy	● Schedule the Midweek meeting on Tuesday ● Update the report structure document with content for a few sections. ● Review the EDA analysis and prepare for meeting on Tuesday.	
Ahmed & Danty	● Review the EDA analysis in Githhub and prepare for meeting on Tuesday. ● Share the further analysis on Unsupervised learning algorithms (e.g Clustering) by end of the week.	
Ahmed	● Ahmed to share the initial analysis on Unsupervised learning algorithms (e.g Clustering)	
Maria	● Update Github with Ahmed's analysis on EDA by Tuesday	

Plan
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To do →← ⋯

Key Links
👁 🕐 Nov 29 ≡ MK AH 👤 DD

Task 3 - Agree the Report Structure
👁 🕐 Nov 18 - Nov 22
MK AH 👤 DD

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Doing →← ⋯

Task 3 - Prepare the Report Structure
🕐 Nov 16 - Nov 22 ≡ MK 👤

Task 2 - Unsupervised machine learning algorithms (e.g., clustering)
🕐 Nov 9 - Nov 22 AH DD

Task2 -Review Exploratory Data Analysis (EDA), data pre-processing, statistics-based data analysis, data visualisation
◁ 1 🕐 Nov 10 - Nov 19 MK 👤

Review/update the Question based on the analysis
🕐 Nov 1 - Nov 22 MK AH DD 👤

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Done →← ⋯

Introduction / Kickoff meeting
◁ 2 👁 🕐 Oct 28 ≡ 💬 1
MK AH 👤 DD

Task 2 - Data Preparation & Familiarity with Google Colab
◁ 1 👁 🕐 Nov 2 - Nov 8
MK AH DD 👤

Task 2 - Data Visualisation
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MK AH DD 👤

Communications & Weekly meeting
👁 🕐 Oct 28 ≡
MK AH 👤 DD

Assign tasks to each team member
👁 MK

Task 2 - Exploratory Data Analysis (EDA)
🕐 Nov 2 - Nov 8 AH DD

Task 1 - Finalize the Business analytic question.
🕐 Nov 1 - Nov 1 ≡ 💬 2

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Week1 20/11/2024 (Tuesday)

Chair: Murthy Kanuri

Attendees:

- Murthy Kanuri
- Ahmed Husain
- Khol Dang (Danty)
- Maria Ingold

Notetaker: Murthy Kanuri

Status on Previous Actions

Who	Action	Status
Maria	● Update Github with Ahmed's analysis on EDA by Tuesday. ● Analysis questio Recommendation: "How can Airbnb NYC optimise revenues by providing tailored pricing recommendations based on understanding the influence of location, room type and host characteristics on price?"	Done
Ahmed	● Ahmed has done analysis using Unsupervised learning algorithms (Clustering)	Done
Murthy	● Reviewing the report structure & content	In Progress

Actions Taken in the Meeting

Who	Action
Murthy, Ahmed, Danty, Maria	**EDA Analysis Review** ● The team reviewed the EDA analysis available on GitHub. **Action on Comments** ● The team agreed to incorporate Maria's comments into the analysis. **Timeline for Analysis Completion** ● The team committed to completing all analysis activities by **Friday**. ● This will allow the team to focus on finalising the report in the following week.

Actions Next Steps

Who	Action	Status
Murthy	**Mode and Range Section** ● Review the current content on mode and range. ● Ensure the calculations are accurate and documented. ● Update any visualisations or examples to improve clarity.	
Ahmed & Danty	**Outliers and Correlation Matrix**	

| | Reassess the identification and treatment of outliers in the dataset. Review the correlation matrix for accuracy and ensure it is well-explained. Highlight significant relationships and discuss their implications on the analysis. **K-Means Clustering** Review the clustering methodology and results. Ensure the number of clusters and cluster centroids are well-documented. Validate and update visualizations, such as scatter plots or cluster heatmaps, if required. | |

Plan
https://trello.com/b/4O54VZRK/development-team-project

Board

Development Team Project ☆   👥 Workspace visible   🎛 Board ⌄

To do

Key Links
👁 🕐 Nov 29 ≣ MK AH 🧑 DD

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Doing

Task 3 - Prepare the Report Structure
🕐 Nov 16 - Nov 22 ≣ MK 🧑

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Task2 -Review Exploratory Data Analysis (EDA), data pre-processing, statistics-based data analysis, data visualisation
⚑ 1 🕐 Nov 10 - Nov 19 MK 🧑

Review/update the Question based on the analysis
🕐 Nov 1 - Nov 22 MK AH DD 🧑

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Done

Introduction / Kickoff meeting
⚑ 2 👁 🕐 Oct 28 ≣ 💬 1
MK AH 🧑 DD

Task 2 - Data Preparation & Familiarity with Google Colab
⚑ 1 👁 🕐 Nov 2 - Nov 8
MK AH DD 🧑

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🕐 Nov 9 - Nov 15 💬 1
MK AH DD 🧑

Communications & Weekly meeting
👁 🕐 Oct 28 ≣
MK AH 🧑 DD

Assign tasks to each team member
👁 MK

Task 2 - Exploratory Data Analysis (EDA)
🕐 Nov 2 - Nov 8 AH DD

Task 1 - Finalize the Business analytic question.
🕐 Nov 1 - Nov 1 ≣ 💬 2

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Development Team Project

Filters   MK AH DD 👤   👥 Share

To do

Doing

Done

Task 2 – Review the Analysis of Unsupervised machine learning algorithms
👁 🕐 Nov 18, 2024 - Nov 22, 2024
👤 MK

Task 3 – Write the Report
👁 🕐 Nov 23, 2024 - Nov 28, 2024
MK 👤

Task 3 – Update Report based on feedback
👁 🕐 Nov 29, 2024   👤 MK

Task 3 – Agree the Report Structure
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MK AH 👤 DD

Task 3 – Submit the Report
👁 🕐 Nov 30, 2024
MK AH 👤 DD

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MK AH 👤 DD

Review/update the Question based on the analysis
👁 Nov 1, 2024 - Nov 22, 2024
MK AH DD 👤

Task2 -Review Exploratory Data Analysis (EDA), data pre-processing, statistics-based data analysis, data visualisation

👁 🕐 Nov 10, 2024 - Nov 19, 2024

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Task 2 - Unsupervised machine learning algorithms (e.g., clustering)

🕐 Nov 9, 2024 - Nov 22, 2024

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Task 3 - Prepare the Report Structure

👁 🕐 Nov 16, 2024 - Nov 22, 2024

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Introduction / Kickoff meeting

👁 🕐 Oct 28, 2024 ≡ 💬 1

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Task 2 - Data Preparation & Familiarity with Google Colab

👁 🕐 Nov 2, 2024 - Nov 8, 2024

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Task 2 - Data Visualisation

👁 🕐 Nov 9, 2024 - Nov 15, 2024

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Communications & Weekly meeting

👁 🕐 Oct 28, 2024 ≡

MK AH 👩 DD

Assign tasks to each team member

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MK

Task 2 - Exploratory Data Analysis (EDA)

🕐 Nov 2, 2024 - Nov 8, 2024   AH DD

Task 1 - Finalize the Business analytic question.

👁 🕐 Nov 1, 2024 - Nov 1, 2024

☰ 💬 2

MK AH DD

Task 1- Business analytic questions

👁 🕐 Oct 28, 2024 - Nov 1, 2024

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MK AH DD

Task 2 - Statistics-based data Analysis

🕐 Nov 9, 2024 - Nov 15, 2024

AH DD

Google Colab & Github Integration and share documentation

🕐 Nov 8, 2024

Key Links

👁 🕐 Nov 29, 2024 ☰

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