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| GROUP D – 4th Meeting minutes | |
| Location: | Virtual (Zoom) |
| Date: | 24/05/2021 |
| Time: | 7:30pm – 8:30pm |
| Facilitator: | Bahee Gnanasundram |

# Agenda Items

1. Discuss the finding of data
2. Working out action plan.

# Meeting Minutes

Start Time: 7:30pm

Finish Time: 8:30pm

Attendees: Bahee Gnanasundram, Maththew Seery, Rahul Lobo, Mohammad Ahsan Ullah

**Outcome:**

* 1. Bahee detailed the strategy that the temperature and demand to be normalized with 10% more of the max to cover future variations. Month, day of week and timeslot (48) of them to be treated as categorical input. Will check with Michele on Thursday
  2. Matt is still presented detail of the missing data and discussed whether the fix missing data for the temperature. A better approach is to get the real temperature data from the appropriate database. Matt will explore this.
  3. A decision made to create a scrap pad in git to place temporary code, notes, and documents.
  4. Ahsan will create and place the information and finding with data visualization.
  5. Rahul will use R to prepare statistical information of the current data.

# Action Items

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| Task | Name | Completion Date | Current Status |
| Meeting Minutes | Bahee | 16/05/2021 | Completed |
| Git Repository Setup | Matt | 16/05/2021 | Completed |
| Group Project Plan & | All | 18/05/2021 | Core work completed. Matt will make the submission on the 18th.  Completed on the 18th May |
| Check list | All | 18/05/2021 | All will respond individually based on the group decision.  Completed on the 18th May |
| Booking with a lecturer | Bahee | 14/05/2021 | Booking made with Gustavo Batista for 1PM-2PM, 18/05/2021 |
| Review Data | All | 24/05/2021 | Completed |
| Preprocess Data | Matt, Bahee | 31/05/2021 |  |
| Document Data Visualization | Ahsan | 27/05/2021 |  |
| Statistical Analysis of data | Rahul | 31/05/2021 |  |