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| Team Meeting minutes | **From:** | 2023/04/01 |  |
| To:  Group: | 2023/04/07  2 |  |
| Week: | 11 |  |
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|  |  |  |

Group members

Luis Palacios (0802103)

Eranga Kumanayake (0787857)

Sagarkumar Parmar (0769644)

Neha Dewangan (0768997)

Grace Aniyankunju Mathai (0792039)

Week Meetings

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| --- | --- | --- | --- |
| **Date** | **Time** | **Duration** | **Location** |
| Apr 3rd, 2023 | 11:00 am | 1.5hrs | Teams |
| Apr 5th, 2023 | 10:00 am | 1.5 hrs | St Clair Campus |
| Apr 7th, 2023 | 2:00 pm | 1hr | Teams |

Agenda items

1. Complete the Big Idea worksheet
2. Discussion on content of our report and presentation, enhancement and improvement of explanatory charts and predictive model
3. Reorganize GitHub site, complete explanatory project readme.md
4. Create presentation template: slide design, fonts, and style

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| --- | --- | --- | --- |
| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| Creating 1-year forecasting for the main affected drugs based on the historical data  First draft for readme GitHub project explanatory  Storytelling with you read chapter 5-6 | Luis | 2023/03/31 | **Done** |
| Completed the visualizations and published it to Power BI Service | Neha | 2023/04/07 | **Done** |
| Started working on Project report as per the given template. | Grace | 2023/04/11 | In Progress |
| Implemented forecasting model on our database | Sagar  Eranga | 2023/03/31 | **Done** |

Challenges/Disagreements

* Finding the audience in our story was a big challenge.
* Discussions on using which tool for Power Point Presentation.
* Had confusion on Tableau or Power BI.

Next Action Items

1.Complete explanatory plots for our storytelling

2. Continue adding content to the project report

3. Loading alternative forecasting model to compare with Prophet library

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| --- | --- | --- |
| **Task** | **Detail** | **Responsible** |
| Writing | Continue adding content on report | Grace |
| Reading | Redact storytelling of project / improving forecasting shortage reports scripts | Luis |
| Visualizations | Collecting points for project report | Neha |
| Searching and exploring | Searching an alternative forecasting model for our dataset | Eranga  Sagar |

Next meeting date

2023/04/10

<https://github.com/nehad2909/drug-product-database-health-canada>