**Project Meeting Minutes - #6**

**Project Name: Crime Rate Analysis in Toronto**

**Group 3**

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**MINUTES OF MEETING WEEK 12**

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| **Date and Time** | **Location** | **Attendees** |
| November 22, 2023, 5:45 PM to 06:15 PM | Microsoft Teams Meeting | - Prof. Hanan Swidan  - Srilakshmi Gummadidala: **0803509**  - Yen Nga Le: **0824817**  - Tehsin Shaikh: **0831234**  - Vinod Soloman Santhakumar: **0821990** |

**Agenda Items**

* + - 1. Data Access and changing the Topic of Project
      2. Timeline and Scope

**Data Access and Changing the Topic of Project**

The dataset retrieval was impossible to proceed to match with the College’s requirements and timeline due to internal processes within the company. Therefore, the group members and Professor decided to stop waiting for the external dataset from Mr. Praveen with changing to another relevant topic.

The updated Topic with the full dataset was chosen as **Crime Rate Analysis in Toronto** *(*[*sourced from Toronto Police Service website*](https://data.torontopolice.on.ca/datasets/TorontoPS::major-crime-indicators-open-data/explore)*)*

**Timeline and Scope**

A brief discussion was held on the timeline for the most updated project.

The Tableau dashboard about this topic will be presented in the next meeting with the Professor via teams.

**Next meeting time:** Next Monday – November 27, 2023, at 9:30 AM via Teams

**SUMMARIZED PROJECT MEETING MINUTES**

**From Week 1 to Week 12**

**Main Attendees (Members of Group #3)**

1. Yen Nga Le
2. Srilakshmi Gummadidala
3. Tehsin Shaikh
4. Vinod Soloman Santhakumar
5. Prof. Manjari Maheshwari
6. Prof. Hanan Swidan

**Specific Activities and Outputs from prior weeks:**

* From Week 1 to Week 5, the group selected the topic project as **Crime Rate Analysis in Toronto** *(*[*sourced from Toronto Police Service website*](https://data.torontopolice.on.ca/datasets/TorontoPS::major-crime-indicators-open-data/explore)*)* and submitted the completed Preliminary Research Document with Prof. Manjari.
* However, at the end of Week 5, we with Prof. Hanan started to contact Rafay company to explore their Platform logs and errors project. Compared with the current project, this external one promises to bring us many exciting matters for learning from the real project of a specific company and we could improve our real working experience which would be worthwhile in the future.
* In Week 6, we had a meeting via Teams with Prof. Hanan and the representative of the company Mr. Praveen Kashimsetty (Project Director) to get the introduction and overview of this company as well as the project. Furthermore, we discussed on Project Platforms and Insights and confirmed that the St. Clair College NDA form has been shared with Mr. Praveen to advance the project.
* The team was actively following up with Prof. Manjari and Prof. Hanan to obtain the NDA form from the company and to progress with other necessary procedures required to initiate the project.
* After that and until Week 11, Prof. Hanan was continuously keeping in contact with Mr. Praveen to get the dataset as soon as possible. During this period, we completed and submitted a presentation for the overview of the project “Data Analysis - Rafay Platform logs and errors”. It included some essential points such as Problem Statement, Timeline, Tools and Techniques, Methodology, and so on.
* In Week 12, Prof. Hanan announced that this time was quite sensitive and irrelevant to continue waiting for this dataset from the company. Therefore, we had to move forward to comply with the College’s timeline requirement and selected another project. As a backup plan, we reapproached the previous pending project about **Crime Rate Analysis in Toronto** *(*[*sourced from Toronto Police Service website*](https://data.torontopolice.on.ca/datasets/TorontoPS::major-crime-indicators-open-data/explore)*)*.
* The dataset has been processed to clean and prepare its Tableau dashboard during Week 12, and then, this dashboard would be presented in the Week 13 meeting with the Professor via teams.

**Challenges/Disagreements:**

* Time is quite rushed to complete fully the current updated project.

**Planned Activities for coming weeks:**

* Preparing and completing the final report for this updated project.