**Team project agenda – planning meeting 10/03/25**

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| **Item** | **Notes** |
| 1. Introductions – current work, experience, strengths etc. | Waseem – supply chain analyst – forecasting, supply and demand. Enjoy coding and Python especially.  David – Lives in Perth. Background in physics and maths. Into maths and coding. Like reading of research and scientific reports. Work is network engineering.  Nick – Send last unity. Work in business intelligence. Work in Power BI and Python.  Senarath – actuary. Python coding.  Shanjay – Allocator retailer. Demand forecasting. Supply chain analyst. Okay at coding but don’t do it that often. Fine doing academic writing, don’t prefer finding the articles.  Katelyn – Researcher, data visualisation, project management, research, report writing |
| 1. Confirm understanding of project | Data seems pretty basic  Analysis on how well their forecast did – get ourselves a benchmark.  Can include other data sources.  Pull previous years of data to make data richer.  Look for research papers on people who have forecast energy use successfully  Find papers on climate change affecting the forecast. Having difference scenarios based on new information.  Number of households or average number of units per suburbs that will impact the energy consumption.   * Worth looking at - Weather conditions, macroeconomic conditions (e.g. interest rates, CPI), spending more time at home because they can’t go out, work from home in NSW, time lags in the weather – several days worth of hot weather might lead to people washing clothes more. |
| 1. Brainstorm research question and objectives | * Can include an element of customer segmentation? Industrial area vs residential area – impact on the demand. * Find different climate indicators * Model that overestimates verses underestimates? * Range of values rather than one particular value |
| 1. Agree ways of working (i.e. tools to be used) | * Share all files in teams * Communication in teams * Microsoft planner for project management * Everyone use their preferred language and pull together in R markdown later. Preference for Python |
| 1. Agree timelines | * Meet on Wednesday 9pm |
| 1. Agree team roles | * Nick, Katleyn, David – research * Senarath, Waseem, Shanjay – Data exploration |
| 1. Agree Week 1 and future consultation times and group meet times | * Booked 6pm Thursday for consultation. * Katelyn to reach out for alternate times |
| 1. Agree next steps | * Data exploration and lit review * Go through project plan in Wednesday meeting * Finalise agenda for consultation in Wednesday meeting |
| 1. Close |  |

Action points from the week 1 material -

Elect a team leader

Define roles and responsibilities for each member of the team with proper justification

Schedule weekly group meetings with course conveyor

Establish teamwork software list (with proper justification, short description of tools chosen, and example(s) of use):

Project Management: GitHub (mandatory)

List-making applications: Trello, MS Planner, Jira, other

File sharing: Dropbox, SeaFile, OneDrive, Google Drive, other

Collaborative editing: Overleaf, Colab, Replit, other

Organise Group meetings: Teams, Zoom, Discord, Slack, other

Write weekly submission of 250 words into the Reflective forum

Complete Assessment 1, Part A: Group Project Plan

Complete Assessment 1, Part B: Implementation Checklist