INTERNAL MEETING 7

Date	15 February 2017
Start Time	12:00pm
End Time	2:00pm
Venue	School of Information System level 4
Attendees	Wei Xiaoxin Wu Di Zheng Xiye
Absentees	Nil
Agenda	1. Update current progress 2. Prepare for supervisor meeting

AGENDA

No.	Task	Follow-up
1	**Update current progress** ✓ Xiaoxin had managed to generate the report format and explore report in .xlsx format in R code, to make the report styling better, she used 'openxlsx' library. However, she needs to clarify with sponsor about the mapping between 'doctor dept' in SOC raw data file and 'clinical dept' in F12 report. ✓ Wu Di had tried to read data from the large raw data file, to solve the out of memory error, she change the 'xlsx' library to 'openxlsx' as well. Based on last supervisor meeting feedback, she generated another 'clean data set' after data verification to store all the clean data. However, the 'openxlsx' library cannot write the clean data back to the .xlsx file (has out of memory error). ✓ Xiye had integrated the UI with most updated data cleaning code, as well as report exporting part. And he also created a more dynamic UI to allow user to generate various F12 reports by choosing different date, institution and patient citizen type. In addition, he also added a	To Do: 1.Email sponsor to ask for the mapping between doctor dept' in SOC raw data file and 'clinical dept' in F12 report.

	progress bar when upload the file.	

2	**Prepare for supervisor meeting:**
	
	✓ Report prof Kam our team current progress to gather feedback and suggestion.
	✓ Show demo about data cleaning and UI part to gather feedback and suggestion.
	✓ Consult prof Kam about how to solve the 'out of memory problem' when write back the data frame to a .xlsx file. (for both 'xlsx' and 'openxlsx')
	✓ Ask prof Kam about the interim milestone preparation.
	    o Documents need to submitted
	    o Report and presentation content
	    o Deadline for submission	

Prepared by,

Wu Di

Vetted by,

Wei Xiaoxin, Zheng Xiye