



INTERNAL MEETING 6

Date	8 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	<ol style="list-style-type: none"> 1. Update current progress 2. Prepare for supervisor meeting

AGENDA

No.	Task	Follow-up
1	<p>Update current progress</p> <ul style="list-style-type: none"> ✓ Xiaoxin had tried the various library to export report in both PDF and .xlsx format, she also tried to use R code to create the table styling (font size, color, cell color). She has question to derive the number of Repeat Case and New Case from the VTSOC-201612.xlsx, so we need to email our sponsor to ask for it. ✓ Wu Di did the R code for data verification for SOC data file, which based on all the procedures for SOC , it will read the SOC raw data (VTSOC-201612.xlsx) and then generate a new data file with extra 'comment' column for those suspicious rows. But she just test with small test SOC data set, she needs to do more testing with the big raw data set to ensure the functions can work properly with larger data. ✓ Xiye did a UI in R Shiny to allow user upload the file more dynamic, and he integrated the UI code with data cleaning part from Wu Di. 	<p>To Do:</p> <ol style="list-style-type: none"> 1. Need to email sponsor about how to derive the number of Repeat Case and New Case from the VTSOC-201612.xlsx 2. Wu Di needs to continue testing and modified the code with raw data set.

2	<p>Prepare for supervisor meeting:</p> <ul style="list-style-type: none"> ✓ 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 any library to recommend for report exporting and table formatting. ✓ Since there are 25 reports to be generated, and as we underestimated the task difficulty. The team has concerns about whether we can finish all the reports on time. We need to talk this issue with prof Kam. ✓ Discuss(ask for recommendation for) the team future plan with prof Kam 	
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Prepared by,

Wu Di

Vetted by,

Wei Xiaoxin, Zheng Xiye