Meeting Minutes

**Date:** 15th March 2018

**Time:** 1800hrs

**Attendees**

* A.Shafiq Yussaini
* Edwin Peter

**Absentees**

* NA

**Purpose of Meeting**

The seventh team meeting is for the team to discuss their pivot from midterms, which is to develop and build a web application using Shiny and R.

**Agenda**

|  |  |
| --- | --- |
| No | Description of Agenda |
| 1 | Update each other on the progress of the Shiny web application |
| 2 | Review methodology we would want to approach for our web application. |
| 3 |  |
| 4 |  |
| 5 |  |

**Questions to Raise**

NIL

**Unfinished Business**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
|  |  |  |
|  |  |  |
|  |  |  |

**Notes taken during meeting**

|  |  |  |
| --- | --- | --- |
| No | Description | Remarks |
| 1 | The team members updated and reviewed each other’s code to make sure that we would have an easier time when we integrate our code together. |  |
| 2 | The team has also discussed and finalized the workflow and ER diagrams that we wish to use for our web application. |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**New Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Task Description | Allocated To | Due Date |
| 1 | Study and work on CRUD methods | Shafiq, Edwin | 22nd March 2018 |
| 2 | Explore the different ways to store captured data into a database which will be used for future functions | Shafiq, Edwin | 22nd March 2018 |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |